

University Policy 400.07
SERVICE AND ASSISTANCE ANIMALS

Responsible Administrator: Vice President for Student Development and Services

Responsible Office: Student Development and Services

Original: August 2014

Authority: Office of the President

Policy Statement

The University recognizes the importance of Service Animals, Service Animals in Training, and Assistance Animals to individuals with disabilities. It is the policy of Claflin University to adhere to the Americans with Disabilities Amendments Act 2008 (ADAAA). This policy addresses animals utilized for disability accommodation services.

Statement of Purpose

Claflin University is committed to allowing people with disabilities the use of a Service or Assistance Animal on campus to facilitate their full-participation and equal access to the University's programs and activities. This policy establishes guidelines to ensure that people with disabilities, who require the use of Service or Assistance Animals as a reasonable accommodation, receive the benefit of the work or tasks performed by such animals as well as the therapeutic support they provide.

Specific requirements and guidelines concerning the appropriate use of and protocols associated with Service and Assistance Animals are set forth below and on the following pages. The University reserves the right to amend this policy as circumstances require.

Applicability

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.

2. An Assistance Animal is an animal

Residence Life no later than June 1 for new students and December 1 for returning students. While applications submitted after these dates will be accepted and considered, Claflin University cannot guarantee that it will be able to meet late applicants' accommodation needs.

2. The Offices of Disability Services and Residence Life will arrange a meeting with the residence student requesting that a Service Animal be housed in University housing. This policy will be carefully reviewed with the residence student at that time.
3. Upon approval of a Service Animal, staff in Residence Life will be notified as appropriate.
4. Upon approval of a Service Animal, the residence student's roommate(s), suitemate(s) or apartment mate(s) will be notified (if applicable) to solicit their acknowledgement of the approval, and notify them that the approved animal will be residing in shared assigned living space. All roommates, suitemates or apartment mates of the owner must sign an agreement acknowledging that the Service Animal will be in residence with them. In the event that one or more roommates, suitemates or apartment mates do not approve, either the owner and the Service Animal or the non-approving roommates or suitemates, as determined by Residence Life may be moved to a different location. (Please see the "Roommate/Suitemate Acknowledgement" form attached to this policy.)

Assistance Animals

Assistance Animals may not be brought into University housing without expressed approval of University officials. A resident student requesting permission to keep an Assistance Animal in University housing must make a formal request to Residence Life. To make a request, students will need to complete the steps below:

1. The resident student should submit the appropriate Housing Accommodation Form, as well as documentation of their disability to be reviewed. This form is due to Residence Life no later than June 1 for new students and December 1 for returning students. While applications submitted after these dates will be accepted and considered, Claflin University cannot guarantee that it will be able to meet late applicants' accommodation needs, including any needs that develop during the semester.
2. Documentation of the need for an Assistance Animal should generally include the following information:
 - a. Verification of the student's disability from the attending physician, psychiatrist, or other mental health professional;
 - b. A statement on how the animal serves as an accommodation for the documented disability, and
 - c. A statement on how the need for the assistance animal relates to the ability of the student to succeed at the University; and.

- d. Current documentation of items requested which are dated within the last 12 months.
3. Residence Life will review documentation and consult with necessary campus colleagues to consider the request. This policy will be carefully reviewed with the residence student at that time.
4. Upon approval of an Assistance Animal, Residence Life will notify the student via email.
5. Upon approval of an Assistance Animal, the residence student's roommate(s), suitemate(s) or apartment mate(s) will be notified (if applicable) to solicit their acknowledgement of the approval, and notify them that the approved animal will be residing in shared assigned living space.
 - a. All roommates, suitemates or apartment mates of the owner must sign an agreement acknowledging that the Assistance Animal will be in residence with them; that form is attached to this policy.
 - a. In the event that one or more roommates, suitemates or apartment mates do not approve, either the owner and the Assistance Animal or the non-approving roommates or suitemates, as determined by Residence Life may be moved to a different location.

Conflicting Health Conditions

Residence Life personnel will make a reasonable effort to notify residents where the Approved Animal will be located. Students with medical condition(s) that are affected by animals (e.g., respiratory diseases, asthma, severe allergies) are asked to contact Residence Life if they have a health or safety related concern about exposure to a Service or Assistance Animal. The University is prepared to also reasonably accommodate individuals with such medical conditions that require accommodation when living in proximity to Service or Assistance Animals. Residence Life will resolve any conflict within one week (5 business days) of a complaint. Staff will consider the conflicting needs and/or concerns of all parties involved.

student and Approved Animal vacate the residence. The University shall have the right to bill the student account of the owner for unmet obligations.

4. The owner must notify Residence Life in writing if the Approved Animal is no longer needed or is no longer in residence. To replace an Approved Animal, the owner must file a new "Housing Accommodation Form."
5. The owner's residence may be inspected for pests once a semester or as needed; Residence Life will schedule the inspection. If pests are detected through inspection, the residence 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 standard pest management in the residence halls.
6. All roommates or suitemates of the owner must sign an agreement allowing the approved animal to be in residence with them. In the event that one or more roommates or suitemates do not approve either the owner and animal or the non-approving roommates or suitemates, as determined by the appropriate Housing staff, may be moved to a different location.
7. Service Animals may travel freely with their owner throughout University Housing (and other areas of the University).
8. Assistance Animals must be contained within the privately assigned residential area (room, suite, apartment) at all times, except when transported outside the private residential area in an animal carrier or controlled by leash or harness. When outside the residence hall/apartment area, the owner of an Assistance Animal shall carry an approved accommodation letter from Residence Life that the animal is an Approved Animal.
9. Approved Animals may not be left overnight in University housing to be cared for by another student. Approved Animals must be taken with the student if they leave campus for a prolonged period.
10. Residence Life may relocate the owner and Approved Animal as necessary.
11. The owner agrees to continue to abide by all other residential policies. Reasonable accommodation which may constitute an exception to a policy that otherwise would prohibit having an animal does not constitute an exception to any other policy.
12. Any violation of the above rules may result in immediate removal of the Approved Animal from the University and may be reviewed through the Student Conduct. The owner will be afforded all the rights and procedures provided by that process.
13. Should the Approved Animal be removed from the premises for any reason, the owner is expected to fulfill his/her housing obligations. The owner will comply with animal health and well-being requirements described in this policy.

G. Areas Off Limits to Assistance Animals

All areas except for privately assigned living space in housing are off limits to approved Assistance Animals without prior authorization from Residence Life.

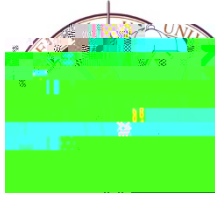
By my signature below, I verify that I have read, understand and will abide by the Guidelines outlined here and I agree to provide the additional information required to complete my request for a reasonable accommodation under Residence Life Services and Assistance Animal Policy.

Resident / Owner:

Signature: _____ *Date:* _____

Housing and Residential Life Representative:

Signature: _____ *Date:* _____



Roommate/Suitemate Acknowledgement

By my signature below, I understand that I will share the room /common areas of my assigned residential space with the animal approved by this agreement. Should I have any concerns regarding the care and control of the approved animal, I will discuss my concerns with the approved animal's owner. If the approved animal owner and I cannot come to an agreement, I will proceed to discuss my concerns with Residence Life and then the Office of Student Development and Services.

Resident's Name	ID Number	Date
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Resident's Name	ID Number	Date
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Resident's Name	ID Number	Date
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Resident's Name	ID Number	Date
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Approved Animal Registration Form

Owner's Name:

Owner's ID Number: _____

Owner's Address:

Owner's Telephone: _____ **Work:**

Animal's Name:

Type of Animal:

Phy

Please attach the Veterinarian's verification that the animal has all Veterinary-recommended vaccinations to maintain the animal's health and prevent contagious disease. All n