

Service and Assistance Animal Policy

Waynesburg University (“Waynesburg”) has established the following policy regarding Service Animals and Assistance Animals to assist individuals with disabilities. Being mindful of health and safety concerns of the campus community, Waynesburg generally prohibits Pets of any kind and specifically limits the presence of other privately-owned animals on campus. However, Waynesburg will reasonably accommodate qualified persons with disabilities who require the assistance of Service or Assistance Animals, as appropriate. The Disability Services Office is responsible for implementing this policy and for guiding students with disabilities in documenting their specific request for accommodation when required. Each request will be evaluated on a case-by-case basis, considering the needs of the individual and the operations, health, and safety concerns of Waynesburg’s campus community. The successful implementation of this policy requires the cooperation of all students, faculty, staff and visitors. Waynesburg reserves the right to amend this policy from time to time and without prior notice.

Definitions

Approved Animal: An “Approved Animal” is a Service or Assistance Animal that has been granted as a reasonable accommodation under this policy.

Disability: Defined as a physical or mental condition or impairment that is medically recognizable and diagnosable, and substantially limits one or more of a person’s major life activities. These limitations may include performing manual tasks, walking, seeing, hearing, speaking, breathing, working, and learning. A person is substantially limited in major life activities if the individual is unable to perform the activity, or is significantly restricted as to the manner in which he or she can perform that activity when compared to the average person. Acceptable documentation of a disability can be from either a licensed medical or mental health provider. It should verify the disability as well as describe the need for a Service or Assistance animal.

Owner: The owner is the student or person who is responsible for any type of Approved Animal on campus.

Pet: A domesticated animal that serves a role in providing leisure companionship to its owner. Pets are not the same as Service or Assistance Animals and are generally not permitted inside Waynesburg facilities. The only pets permitted in the residence halls are fish that can be kept in a tabletop aquarium no larger than five gallons, in compliance with the policies of Residential Life and Housing.

Service Animal: An animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals who are hearing impaired to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair or fetching dropped items.

Assistance Animal: An animal that is prescribed or otherwise documented by a healthcare or mental health professional as treatment for a disabled individual and that is beneficial in alleviating one or more identifiable symptoms or effects of that individual's disability. Assistance Animals are only permitted within the owner's on-campus housing assignment.

Contacts: Questions or concerns related to Service or Assistance Animals, or other accommodation information, should be directed to the Disability Services Office, 724/852-3317.

I. Service Animals

This policy has been developed with the understanding that Service Animals working on campus will most often be dogs. The ADA defines Service Animal as any dog that is individually trained to do specific work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The individual seeking accommodation must have a disability as defined by the ADA. Trained dogs are the only species of animal that may qualify as Service Animals under the ADA (there is a separate provision regarding trained miniature horses), and Assistance Animals are expressly precluded from qualifying as Service Animals under the ADA.

II. Assistance Animals

An Assistance Animal is an animal that works, provides assistance, or performs tasks for the benefit of a person with a disability, or provides emotional support that alleviates one or more identified symptoms or effects of a person's qualifying disability. Assistance Animals may not be brought to housing without prior approval. Approved Assistance Animals are only permitted within the student's on-campus housing assignment. Each request is reviewed on a case-by-case basis and requires advanced documentation as outlined in this policy.

III. Procedures for Approval of Service and Assistance Animals in Waynesburg Housing

Incoming residential students who seek to request permission to have a Service or Assistance Animal in their residence hall or other assigned campus-owned housing must submit their request with appropriate documentation at least 90 days prior to the next academic term. Untimely or incomplete applications may result in the denial or delay in receiving accommodations depending on available housing and/or roommate assignments. All requests are subject to review and require current documentation as outlined in this policy. While requests made after the designated deadline will be accepted and considered, there is no guarantee that Waynesburg will be able to meet late applicants' accommodation request, including any needs that develop during the semester. To make a request, students must contact the Disability Services Office at 724/852-3317 or x317 and provide appropriate and

timely documentation as outlined in this policy. This policy will be carefully reviewed with the person at that time.

IV. Documentation for Assistance Animal

- A) Requests for permission to have an Assistance Animal in campus housing require timely and complete documentation to be submitted. Supporting documentation must be current and dated within the last six (6) months. Documentation of the need for an Assistance Animal should follow the Disability Services Office's guidelines for documentation of disability (see <http://www.waynesburg.edu/student-right-to-know>), and should include the following information:
 - 1. The credentials and contact information of the evaluator(s);
 - 2. A diagnostic statement identifying the student's disability, [if not evident];
 - 3. A description of the diagnostic methodology used;
 - 4. A description of current and past accommodations and/or services utilized by the student;
 - 5. A statement on how the requested animal serves to accommodate the disability;
 - 6. A statement on how the need for the animal relates to the ability of the resident/student to use and enjoy the living arrangements provided by Waynesburg.
- B) Any individual approved for an Assistance Animal accommodation must:
 - 1. Follow all established Waynesburg policies (including the Code of Conduct);
 - 2. Register the Assistance Animal with the Disability Services Office prior to moving into campus housing each year (deadlines noted above);
 - 3. Provide documentation at the start of each academic year with proof the animal is licensed (pursuant to applicable laws) and in good health;
 - 4. Review and sign appropriate forms as requested at the start of each academic year.

V. Conflicting Needs/Health Concerns

Disability Services Office and Residential Life and Housing will take reasonable efforts to notify residents in the building where the Service or Assistance Animal will be located. Upon receipt of such notice, individuals who have a medical issue and would be adversely affected by such an

animal (e.g., asthma, severe allergies, etc.) are invited to contact the Disability Services Office to discuss their concerns and potential solutions. Such persons may be required to provide verifiable medical documentation to support their concerns. Waynesburg will explore reasonable accommodations so far as practicable to balance the needs of students permitted to use Service and Assistance animals and other students adversely impacted by the presence of such animals. Reasonable accommodations may be made to consider the needs of both persons to resolve the problem as efficiently and effectively as possible. If there is an allergy/animal conflict within a residence hall, or elsewhere, that cannot be resolved between the two parties, then the Residential Life and Housing Office and Disability Services Office will collaborate on possible solutions.

VI. Responsibilities of Owners Using Service & Assistance Animals in Housing

- A) Students permitted to utilize Service or Assistance Animals at Waynesburg must register annually with the Office of Disability Services. Students who are seeking Waynesburg residential housing must complete the appropriate housing request process in addition to the request for accommodation for an Approved Animal as described in this policy.
- B) The Owner is responsible for assuring that the Approved Animal does not unduly interfere with the routine activities of the residence or cause difficulties for students who reside there.
- C) The animal must have a health statement, including vaccination record, from a licensed veterinarian dated within the past year. Proof of good health must be provided on an annual basis.
- D) The animal must meet legal requirements. All licensure requirements of Pennsylvania regulations and the town of the animal's residence must be met. Proof of such license must be provided to the Disability Services Office (*e.g.* – Pennsylvania law requires that every dog be licensed. Service dogs are exempt from the license fee).
- E) Students are responsible for their Service or Assistance Animals. The Owner is responsible for any damage caused by their animal and must take appropriate precautions to prevent property damage or injury. The cost of care, arrangements and responsibilities for the well-being of an Approved Animal are the sole responsibility of their Owner at all times. If a Service or Assistance Animal damages Waynesburg property, the cost of the damage will be assessed and assigned to the student's account. The Owner is responsible for insuring cleanliness and proper care and treatment of the animal and its environment.
- F) For students with roommates: All roommates or suitemates of the Owner must sign an agreement acknowledging that the Approved Animal will be in residence

with them. In the event that one or more roommates or suitemates later do not approve, either the Owner and animal or the non-approving roommates or suitemates, as determined by the Disability Services Office and Residential Life and Housing, may be moved to a different location.

- G) The Owner must ensure that the animal is well groomed, and the Owner must take measures at all times for flea and odor control. The residence may be inspected for fleas, ticks and other pests once a semester or as needed. If necessary, Waynesburg approved pest control services will be utilized and the animal Owner will be billed for the expense of any necessary pest treatment.
- H) Service Animals may travel with their Owner throughout the campus, except in prohibited areas that are outlined in Section VII. Assistance Animals must be contained within the Owner's housing assignment at all times, except when transported outside the private residential area on their way off campus in an animal carrier or controlled by leash or harness.
- I) Service and Assistance Animals are not to be left alone overnight in campus housing or left to be cared for by another student/individual. If the Owner leaves the campus, the animal must be taken with them. Service and Assistance Animals must also be kept in a cage or other confined space when the Owner is not with the animal. Contact information should be provided which designates a person that will be responsible for the Service or Assistance Animal in the event of an emergency. Student(s) and/or Waynesburg staff members cannot be made responsible for the Service or Assistance Animal.
- J) Waynesburg reserves the right to place other reasonable conditions or restrictions on the animal depending upon the nature and characteristics of the animal. If an individual feels he or she is unable to comply with any of the requirements contained in the policy, she or he should contact a member of the disability services staff to address the matter.
- K) The Owner is responsible for removal and proper disposal of the animal's waste. Removal must be immediate. The animal's waste must be removed into a proper receptacle. Individuals unable to clean up after their animals or who need assistance should notify Disability Services Office staff so that alternative arrangements may be agreed upon. If an animal urinates or defecates inside of a building, or in another area that requires cleaning or maintenance, the Owner must notify staff, and will be responsible for the cost of such cleaning.
- L) The Owner agrees to continue to abide by all other residential and Waynesburg 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.

- M) The Service or Assistance Animal must be under the control of the Owner at all times. Reasonable behavior is expected from Service or Assistance Animals while on campus. If a service dog, for example, exhibits unacceptable behavior, the Owner is expected to employ appropriate training techniques to correct the situation. The animal shall have a harness, leash or other tether unless the Owner is unable to use such devices or they interfere with the safe performance of the animal's work or tasks. Service Animals are prohibited from food preparation areas, unless this is a kitchen within the Owner's assigned residence space.
- N) If a Service or Assistance Animal is determined to be out of control, the infraction will be decided on an individual basis. The Owner is fully responsible for the actions of the Service or Assistance Animal. The Owner is held to the code of conduct in relation to any behavior caused by the animal. Consequences for misconduct may include, but are not limited to, a plan for correction of disruption (e.g. muzzling a barking dog), and refresher training for the animal and Owner, or exclusion from Waynesburg facilities.
- O) Any violation of the above rules may result in immediate removal of the animal from Waynesburg, pending disciplinary action. Waynesburg may remove an Approved Animal when the animal poses a direct threat to the health or safety of others, the animal's presence results in a fundamental alteration of Waynesburg's program, the Owner does not comply with the responsibilities outlined in this policy, or the animal or its presence creates an unmanageable disturbance or interference with the Waynesburg community.
- P) Should the Approved Animal be removed from the premises for any reason, the Owner is expected to fulfill their housing obligations for the remainder of the housing contract.

VII. Areas Off Limits to Service Animals

Waynesburg may prohibit Service Animals from being in certain specific locations due to health and safety restrictions. Restricted areas may include, but are not limited to, mechanical rooms, custodial closets, research laboratories, wood and metal shops, rooms with heavy machinery, areas where protective clothing is necessary, areas where there is a danger to the animal, and areas outlined in state law as being inaccessible to animals. Approved animals may be prohibited from labs if the lab supervisor has reason to believe the animal's presence would compromise the environment or if the environment poses a physical danger for the animal. Each request will be evaluated on a case-by-case basis, considering the needs

of the individual and the operations, health, and safety concerns of Waynesburg's campus community.

VIII. Areas Off Limits to Assistance Animals

Assistance Animals are only permitted within the student's on-campus housing assignment and are not allowed outside of the student's on-campus housing assignment except when arriving and departing.

IX. Removal of Approved Animals

The Owner may be directed to remove an animal that is unruly, disruptive (*e.g.* barking, jumping on people), or unsafe. If the improper behavior happens repeatedly, the Owner may be prohibited from bringing the animal to Waynesburg facilities or events until the Owner can demonstrate appropriate steps taken to mitigate such behavior. Any animal that exhibits aggressive or unsafe behavior may be prohibited from Waynesburg facilities or events.

X. Grievance Procedures

If the decision is made to deny a request or remove a Service or Assistance Animal, the Owner may request an appeal in writing to the Disability Services Office. Appeal requests must state a specific reason for reconsideration. Appeals will be reviewed by an ad hoc committee, including relevant personnel.

By my signature below, I verify that I have read, understand and will abide by the guidelines in this policy.

Student Signature

Date

Office of Disability Services

Date

Residential Life and Housing

Date

ROOMMATE/SUITEMATE ACKNOWLEDGEMENT

(Only Applicable to Residents in Residence Halls and/or Apartment Shares)

By my signature below, I understand that I will share the common areas of my assigned residential space with the animal provided 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 and then with Disability Services Office, if the Approved Animal's owner and I cannot come to an agreement.

Resident's Name

Date

Resident's Name

Date

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