

Salish Kootenai College *Animals on Campus* Procedure

Purpose

Salish Kootenai College (SKC) is committed to maintaining a healthy and safe environment for students. Based on reasons of health, sanitation and safety, animals are not allowed inside any campus facilities without prior approval. SKC complies with the Americans with Disabilities Act (ADA) in the use of Service Animals for students. SKC complies with the Fair Housing Act in allowing students the use of Emotional Support Animals that are approved as a disability-related accommodation. This document describes the procedures for the use of Service Animals and Emotional Support Animals by students on the SKC campus.

Definitions

Pet: A *pet* is a dog or other animal that does not meet SKC's standard for an Emotional Support Animal or the ADA definition of a Service Animal.

Service Animal: A *Service Animal* is a dog or miniature horse individually trained to provide a specific service to an individual with a disability. Service Animals are not considered pets and are explicitly permitted under federal civil rights laws. The tasks performed by a Service Animal must be directly related to the owner's disability. Service Animals must be appropriately marked while on campus.

https://www.ada.gov/regs2010/service_animal_qa.html

Emotional Support Animal: An *Emotional Support Animal* provides emotional support, well-being, or companionship that alleviates or mitigates symptoms of a medically-diagnosed disability. An Emotional Support Animal is not a Service Animal; therefore, an Emotional Support Animal will not need to accompany its owner or user at all times or in all places. In order to bring an Emotional Support Animal to campus, the owner must contact Disability Services no less than 60 days prior to arrival in order to gather and process all necessary documentation. **Animals may not be brought to campus prior to granted approval.**

www.hud.gov/sites/documents/SERVANIMALS_NTCFHEO2013-01.PDF

Therapy Animal: A *Therapy Animal* is an animal owned by a licensed therapist who uses it as part of their practice.

Approval Process to have a Service Animal on Campus

For a student to have a Service Animal on campus, they:

- Must have a disability as defined by the ADA.
- Must inform Disability Services what specific task the Service Animal performs.
- Must register with Disability Services using the *Animal Registration Form and Application for an Animal on Campus*.
- Must register the Service Animal with the Student Housing Department by submitting copies of the *Animal Registration Form and Application for an Animal on Campus*, if the student resides on campus.

Approval Process to have an Emotional Support Animal on Campus

Federal laws have no specific provisions for people to be accompanied by an Emotional Support Animal in places of public accommodation that have a no-pet policy. Therefore, requests for Emotional Support Animals in SKC Housing and campus facilities will be reviewed under SKC's Animals on Campus Procedure.

SKC reserves the right to enforce all relevant rules for the use of Emotional Support Animals through the SKC Student Handbook, the SKC Student Housing handbook, and applicable laws. SKC also reserves the right to revoke permission granted for the campus presence of any Emotional Support Animal whose owner fails to follow the requirements set forth in this procedure.

Residents in SKC Lefthand Dormitory and Family Housing

SKC Disability Services and SKC Housing serve as the campus authority for the approval of an Emotional Support Animal in an SKC Housing facility.

For a student or registered family member to have an Emotional Support Animal in SKC Student Housing, they:

- Must register with Disability Services.
- Must have a documented disability as defined by the ADA.
- Must provide a referral letter from an established healthcare provider that shows the Emotional Support Animal is a necessary accommodation.
 - The healthcare provider must have an established relationship with the student and know his/her needs, and not be contacted solely for a referral letter.
 - Documentation/referral letters purchased through the Internet will not be accepted as valid documentation.
 - Disability Services may contact the referring healthcare provider to verify the provider/patient relationship.
 - The Disability Services Office will assess the required referral letter for recommendation that the Emotional Support Animal is necessary as an accommodation in Housing (see attached Referral Letter criteria).
- Must have an already established relationship with the Emotional Support Animal.
- Must complete the *Application for an Animal on Campus* and *Animal Registration Form* and submit both forms to Student Housing and Disability Services.
- Must submit current vaccination records, including rabies.
- Must submit a current photo of the animal.
- Must notify Disability Services if the Emotional Support Animal is no longer needed or is no longer residing on SKC property. If the animal will be replaced, a new request must be submitted.
- Emotional Support Animal requests must be renewed each academic year.

Visitors with Animals on SKC's Campus

While SKC welcomes all visitors to campus, we are private property and hold the expectation that all visitors who bring animals to campus will follow the *Animals on Campus* Procedure. Leashes are required at all times for all animals using campus facilities, both inside and outside.

Responsibilities of All Animals and Their Owners/Users

Individuals who have been approved under the SKC *Animals on Campus* Procedure must comply with the following requirements:

- The owner/user must have completed all requirements outlined in this procedure, including the *Application for an Animal on Campus* and *Animal Registration Form*.
- Animals must be a minimum of 9 months old, and have an established relationship with the owner/user.
- Animals must be housebroken to be allowed in SKC facilities, including Housing units. The use of “puppy pads” is not permitted.
- The animal must be accompanied by the owner/user at all times.
- Animals must wear a leash, collar, cape, harness, backpack or other appropriate visible identification that identifies, in writing, that the animal is a Service Animal or Emotional Support Animal.
- The owner/user must be in full and positive (non-abusive) control of the animal at all times.
- The animal’s behavior may not be disruptive, such as barking or displaying aggressive behavior.
- Animals cannot pose a direct threat to the health and safety of others, or create conflicts with another animal.
- The owner/user will be liable for any accident or property damage caused by the animal while on campus.
- The owner/user must clean up after the animal, including the sanitary disposal of animal wastes.
- The user/owner is responsible for the health of the animal and must provide documentation from a qualified veterinarian that all vaccinations, including rabies, appropriate for the type of animal are current.
- All vaccination and care documentation must be in the name of the current owner.
- The owner/user is responsible for the care necessary for the animal’s wellbeing. The arrangements and costs of the care are the sole responsibility of the owner/user at all times, including bathing and grooming, as needed.
- Students will not be approved to have more than one (1) animal per household, unless it is necessary under the ADA.
- Animals are not to be in private living areas other than their owner/user’s.
- In shared living spaces, the animal should be in an appropriate kennel/crate if it is left alone.
- Animals must leave campus with the owner anytime the owner leaves overnight and/or during breaks.

Students should contact the Housing and/or Disability Services Office if it is suspected that an animal does not meet the aforementioned responsibilities. Failure to meet any conditions will result in an animal’s removal from a facility, including a classroom. If a Housing tenant is found responsible for not adhering to any of these responsibilities, they will face disciplinary action through the Lease Violation Disciplinary System, and/or removal of the animal from campus and/or Housing.

Removal of Animals

A Service Animal or Emotional Support Animal can be asked to leave or not be allowed participation on campus if:

- The animal is found to be out of control or disruptive and the animal's owner does not take immediate and effective action to control it.
- The animal is not housebroken, or kept in a kennel/crate where waste can be managed effectively.
- The animal is found to be neglected or mistreated and prompt corrective action is not taken.
- The animal is physically ill.
- The animal is unreasonably dirty.
- An animal attempts to enter any place on campus where its safety is compromised.
- An Emotional Support Animal is brought inside a building other than the approved area(s).
- Requests for an Emotional Support Animal must be renewed every academic year. If the owner returns the animal to campus without proper renewal, it may be removed from campus until approval is complete.

Conflicts Over the Use of Animals on Campus

The use of animals may negatively affect others with allergies, respiratory impairments and other relevant disabling conditions. SKC Administration will manage all conflict resolution.

APPLICATION FOR AN ANIMAL ON CAMPUS

Please check one (Documentation must be attached):

- I have a Service Animal
- I am requesting to have an Emotional Support Animal as an accommodation and have provided required documentation. I verify that the documentation is from my own medical provider and is not a letter purchased through the Internet.

As the Owner/User of an animal on campus:

- I understand that I must follow all procedures and responsibilities as outlined in the *SKC Animals on Campus Procedure*.
- I understand my animal must be at least 9 months old and that I have an already established relationship with it.
- I understand that I must complete the *Animal Registration Form* and provide a current photo of my animal.
- I have provided a current health certificate signed by a licensed veterinarian indicating that my animal is up-to-date on all vaccinations, including rabies. The health records are in my name.
- I understand my animal must wear a valid rabies tag at all times.
- I understand my animal must wear a leash, collar, cape, harness, backpack or other visible identification that identifies it as a Service Animal or Emotional Support Animal.
- I understand that my animal is spayed/neutered and I must provide verification from a licensed veterinarian.
- I understand my animal must be housebroken, well-groomed, odor free, and not infected with external parasites (i.e. ticks, fleas or lice).
- I understand that I am responsible for my animal's behavior and activities while on campus and will be financially liable for property damage or injuries.
- I understand an Emotional Support Animal must be approved through the Disability Services Office as a *necessary accommodation* referred by a healthcare provider.
- I understand I must notify Disability Services if the animal is no longer needed or is no longer residing in SKC Housing. If the animal will be replaced, I must submit a request for the other animal.

Owner/User's Signature: _____ Date: _____

Owner/User's Printed Name: _____

SKC Approval Signature: _____ Date: _____

SKC Approval Printed Name: _____

Department: _____ Title: _____

All forms will be kept on file in the Disability Services Office.

**ANIMAL REGISTRATION FORM
FOR ANIMALS APPROVED TO BE ON CAMPUS**

Date: _____ Animal Owner's Name: _____

Phone: (_____) _____ SKC ID: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Attached is a copy of the approved *Application for an Animal on Campus* and a current photo of the animal

Animal's Name: _____

Type of Animal: Dog Cat Other _____

Age: _____ Breed: _____ Weight: _____

Color/Markings: _____

If the animal is a registered Therapy Animal (e.g. TDI, TD Inc, Delta Society-Pet Partners, etc.), list registering organization and number:

Organization: _____

Registration #: _____

***Return all forms to the Disability Services Office, Room 111, (Enrollment Wing),
Robert DePoe III Building.***