



Animals on Campus

ADM 36.0

Student Affairs, Human Resources,
Student Accessibility Services

Policy Type: Administrative
Applies to: Faculty, staff, student employees, students, and volunteers

POLICY DATES

Issued: 07/12/2022
Revised:
Edited:
Reviewed:

The University of Mount Union (UMU), realizing both its responsibility to provide safe and clean premises for students, faculty, staff, volunteers and guests as well as the affection and connection that community members can have with animals or pets, has established this policy and its guidelines for the presence of animals on UMU Campus and properties.

Definitions

Term	Definition
Emotional Support Animals	An emotional support animal, as defined by the Fair Housing Act, is one that provides physical and/or emotional support to individuals with disabilities. Emotional Support Animals are allowed in their assigned University residential space, but not allowed in any other University buildings or any other indoor spaces owned and/or controlled by UMU.
Handlers/Companions	The individual who has brought the animal to campus, or to whom a reasonable person would assume the animal accompanies.
Partner	The person a Service Animal assists
Service Animals	A service animal is defined as dogs or miniature horses, when reasonable, that are individually trained to do work or perform tasks for people with disabilities. Such animals, as defined here and being consistent with UMU's service animal policies as well as the Americans with Disabilities Act, are permitted in UMU facilities. Please also note that service animals are not pets, and other than the person for whom the service animal works, UMU community members should not touch or interact with a service animal.

Policy Details

General Policy Guidelines

In locations where UMU owns and/or controls the grounds and facilities, leashed or caged animals are permitted to be present outside of buildings, on university grounds, with the exception of any athletic competition or practice fields, for short periods of time as they are passing through or in the area for other reasons. Recreational walking or transporting an animal through university-owned property will not be restricted on public access sidewalks, streets, green spaces, etc. All animals must be leashed or caged/controlled unless there is an exception made for a service animal through the Office of Student Accessibility Services or Human Resources. The companion of any animal on campus is responsible for cleaning up after any waste an animal leaves behind.

Animals are not permitted inside any University buildings, or any other indoor spaces owned and/or controlled by UMU, with the following exceptions:

- **Emotional Support Animals** – An emotional support animal, as defined by the Fair Housing Act, is one that provides physical and/or emotional support to individuals with disabilities. Emotional Support Animals are allowed in their assigned University residential space, but not allowed in any other University buildings or any other indoor spaces owned and/or controlled by UMU. See below for complete details.

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- **Service Animals** – A service animal is defined as dogs or miniature horses, when reasonable, that are individually trained to do work or perform tasks for people with disabilities. Such animals, as defined here and being consistent with UMU's service animal policies as well as the Americans with Disabilities Act, are permitted in UMU facilities. Please also note that service animals are not pets, and other than the person for whom the service animal works, UMU community members should not touch or interact with a service animal. See below for complete details.
- **Service Animals in Training**– A service animal in training is a dog or miniature horse that is being trained to do work or perform tasks for people with disabilities. Such animals, as defined here and being consistent with UMU's service animal policies as well as the Americans with Disabilities Act, are permitted in UMU facilities.
- **Program or Therapy Animal** – A program or therapy animal can be any type of animal (typically a dog) that has been screened to behave appropriately when interacting with people in places where animals are traditionally not allowed (such as University facilities) and are participating in a university service program (such as Destress Fest, or Therapy Dogs during finals). These are approved for standalone events and not for ongoing programming.
- **Pets in Residence Halls or other university-owned housing** – Fish in aquariums (10 gallons or less) are allowed to reside in university-owned housing.
- **Residence Life Staff Member Exceptions** – Professional Residence Life staff members that are required to reside on campus as part of their employment can have a small pet with the approval of the Director of Residence Life.
- **Faculty or Staff member pets** – Pets may visit a faculty or staff member in their workspace for no more than 10 minutes in any given 24-hour period.
- **Instructional Use of Animals** – Faculty who desire to utilize animals for instructional purposes as they relate to course materials should seek the expressed permission of the Institutional Research Board or its designated committee in advance of an individual instance or the start of a course where such use will occur at various points throughout the curriculum. Frequency should be minimal, and care should be given in relation to those colleagues and students who may have fears or allergies relative to the animal.

Owner Responsibilities and Removal of Animals

UMU is not responsible for the custody or care of a service animal, service animal in training, emotional support animal, program or therapy Animal, or any pet residing on or visiting campus or any other UMU facility.

Handlers/Companions must:

- Be in control of their animal at all times, e.g. not allow the animal to run at large, bark, growl, snap, lunge, or bite.
- Animals must be controlled by a leash or harness or kept in a carrier or appropriate habitat with the following exceptions:
 - When it is an emotional support animal, and the owner is present in its residence
 - If an individual's disability precludes the use of a restraint
 - If a service animal needs to be off leash to do its job
- Clean up after and properly dispose of animal waste in a safe and sanitary manner. Dog bags are available in various green spaces on campus.
- Be responsible for the cost of any damages caused by the animal.
- Ensure that all animals are fully vaccinated and be able to provide proof of vaccination upon request.
- Ensure that all animals are treated with preventative care for any bug, such as fleas. If an infestation occurs in a space that has been occupied by an animal, the handler/companion will be responsible for the cost of extermination.
- Follow city, county, and state ordinances/laws or regulations pertaining to licensing, vaccination, and other requirements for animals.

Handlers/companions may be required to follow additional requirements in particular settings, e.g., Residence Halls, classrooms, or the work environment.

University staff may ask that animals be removed from campus under the following circumstances:

- The animal is in a building and does not meet the exceptions above.
- The animal poses a direct threat to the health or safety of others or causes substantial property damage.

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- The animal, its behavior, or its presence creates an unmanageable disturbance or interference with the University community.
- The animal's presence results in a fundamental alteration of a university program.
- A handler/companion does not comply with the responsibilities listed above.

Depending on the circumstances, an animal may be excluded from campus on a permanent basis.

For service animals, unless there is a threat to health or safety, University staff should provide the individual an opportunity to bring the animals under control. For more information about service animals or emotional support animals, please contact the Office of Student Accessibility Service (studentaccessibility@mountunion.edu) or (330) 823-7372) or the Office of Human Resources (330-829-6560).

If a handler/companion refuses to remove an animal from a university building or authorized event, University staff may request assistance from the individual(s) in charge of the event or Campus Safety and Security (330-428-1344).

Handlers/companions are responsible for adhering to the above policies. Any student handler/companion that potentially violates the above listed guidelines and responsibilities will be referred to the Office of Student Conduct (330-823-7288). Any faculty/staff handler/companion that potentially violates the above listed guidelines and responsibilities will be referred to the Office of Human Resources (330-829-6560).

If there is an issue concerning safety due to an animal, contact the Campus Safety and Security (330-428-1344).

Accordance with Applicable Policies and Laws

This policy is intended to be in accordance with applicable state and city ordinances, as well as the US Department of Housing and Urban Development guidance on Emotional Support Animals under the Fair Housing Act (2020). Certain University staff are mandated reporters for suspected animal abuse and neglect per their professional guidelines and licensures.

Specific Policies regarding Emotional Support Animals and Service Animals:

[Emotional Support Animals](#) – Also located in the Student Handbook on page 90.

For any additional questions regarding Service or Emotional Support Animals for Students, please contact the Office of Student Accessibility Services at studentaccessibility@mountunion.edu or (330) 823-7372.

Emotional Support Animals - Policy Details

The University of Mount Union, under the Americans with Disabilities Act (ADA) and the ADA Amendments Act of 2008 (ADAAA) allows Service Animals accompanying persons with disabilities to be on the campus. A Service Animal must be permitted to accompany a person with a disability everywhere on campus except in situations where safety may be compromised or where the Service Animal may interfere with the fundamental nature of the activities being conducted. Allergies or fear of dogs does not limit access of a Service Animal to facilities.

A Service Animal can be any breed or size of dogs or miniature horse. It might wear specialized equipment, such as a backpack, harness, or special collar or leash, but this is not a legal requirement. Federal law pertaining to Service Animals (ADAAA) overrides any conflicting regulations in the Ohio Revised Code.

The person a Service Animal assists is referred to as a Partner. The Partner's disability may not be visible. If an individual is not sure whether a dog or miniature horse is a pet or a Service Animal, they may ask two questions: (1) is the dog or miniature horse a Service Animal required because of a disability, and (2) what work or task the dog or miniature horse has been trained to perform. Individuals, including faculty and staff, cannot ask about the Partner's disability, require medical documentation, require a special identification card or training documentation for the dog or miniature horse, or ask that the dog or miniature horse demonstrate its ability to perform the work or task.

Non-residential students, faculty, staff, or visitors on campus with Service Animals are not required to register the animal on campus.

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Students who require a Service Animal on-campus are requested, but not required, to self-identify as a person with a disability to the Office of Student Accessibility Services (SAS) as soon as possible after deciding to enroll at the University. This will allow the SAS and the student to initiate a conversation about the Service Animal and other accommodations.

Faculty and staff who require a Service Animal on-campus are requested, but not required, to self-identify as a person with a disability to the Office of Human Resources (HR) as soon as possible after deciding to enroll at the University. This will allow HR and the faculty/staff member to initiate a conversation about the Service Animal and other accommodations.

The following are requirements of Service Animals and their partners:

1. The Service Animal cannot pose a direct threat to the health and safety of persons on the University campus.
2. Local ordinances regarding animals apply to Service Animals, including requirements for immunization, licensing, noise, restraint, at-large animals, and dangerous animals. Dogs must wear a license tag and a current rabies vaccination tag.
3. The partner must be in full control of the Service Animal at all times. Service Animals must be harnessed, leashed, or tethered, unless these devices interfere with the Service Animal's work or the partner's disability prevents using these devices. In that case, the partner must maintain control of the Service Animal through voice, signal, or other effective controls.
4. The partner is responsible for cleaning up the animal's waste. The partner should always carry equipment and bags sufficient to clean up and properly dispose of the animal's waste. Partners who are not physically able to pick up and dispose of waste are responsible for making all necessary arrangements for assistance. The University is not responsible for these services.
5. In keeping with appropriate University policies and procedures, the partner may be charged for damage caused by the partner or the Service Animal.

Faculty, staff, and students should follow these guidelines for partners and Service Animals:

1. Allow a Service Animal to accompany the partner at all times and everywhere on campus, except where Service Animals are specifically prohibited. The courts have upheld the rights of Service Animal Partners to take Service Animals into food service locations.
2. Speak to the Partner first. The Service Animal and Partner are a service team. Remember the Service Animal is working, and the Partner's life could depend on the Service Animal staying focused on the job.
3. Treat the Partner with respect and sensitivity. Assume the service team can handle themselves. Do not ask personal questions about the Partner's disability or the Service Animal.
4. Do not pet a Service Animal without asking the Partner first.
5. Do not assume a sleeping Service Animal is off duty.
6. Do not deliberately startle a Service Animal.
7. Do not feed a Service Animal. Food is the ultimate distraction for a working Service Animal.
8. Do not separate or attempt to separate a Partner from their Service Animal.
9. In case of an emergency, every effort should be made to keep the Service Animal with its partner.
10. Keep your distance from a Service Animal if you happen to have a dog or other animal with you when you encounter the service team.
11. Inform the partner if a Service Animal approaches you to sniff or nudge, as this is not appropriate working behavior.

Service Animals in University Housing

Students with disabilities who require a Service Animal on campus and plan to live in University housing are requested to self-identify to the director of student accessibility services (SAS), as soon as possible after deciding to enroll at the University. Providing as much advance notice as possible prior to the desired move-in date assures that the University can best accommodate the student and the Service Animal in the residential setting.

Prior to moving into University housing, the student with a Service Animal is required to meet with the SAS director and will be provided information on expectations for the Service Animal and student partner.

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The University of Mount Union will not limit room assignments for individuals with Service Animals to any particular building or buildings because the individual needs a Service Animal or because of disability.

Questions or concerns pertaining to Service Animals for students should be directed to the Office of Student Accessibility Services at studentaccessibility@mountunion.edu. Questions or concerns pertaining to Service Animals for faculty/staff should be directed to the Office of Human Resources at humanresources@mountunion.edu

[Service Animals](#) – Also located in the Student Handbook on page 86.

For any additional questions regarding Service or Emotional Support Animals for Students, please contact the Office of Student Accessibility Services at studentaccessibility@mountunion.edu or (330) 823-7372.

Service Animals - Policy Details

The University of Mount Union, under the Americans with Disabilities Act (ADA) and the ADA Amendments Act of 2008 (ADAAA) allows Service Animals accompanying persons with disabilities to be on the campus. A Service Animal must be permitted to accompany a person with a disability everywhere on campus except in situations where safety may be compromised or where the Service Animal may interfere with the fundamental nature of the activities being conducted. Allergies or fear of dogs does not limit access of a Service Animal to facilities.

A Service Animal can be any breed or size of dogs or miniature horse. It might wear specialized equipment, such as a backpack, harness, or special collar or leash, but this is not a legal requirement. Federal law pertaining to Service Animals (ADAAA) overrides any conflicting regulations in the Ohio Revised Code.

The person a Service Animal assists is referred to as a Partner. The Partner's disability may not be visible. If an individual is not sure whether a dog or miniature horse is a pet or a Service Animal, they may ask two questions: (1) is the dog or miniature horse a Service Animal required because of a disability, and (2) what work or task the dog or miniature horse has been trained to perform. Individuals, including faculty and staff, cannot ask about the Partner's disability, require medical documentation, require a special identification card or training documentation for the dog or miniature horse, or ask that the dog or miniature horse demonstrate its ability to perform the work or task.

Non-residential students, faculty, staff, or visitors on campus with Service Animals are not required to register the animal on campus.

Students who require a Service Animal on-campus are requested, but not required, to self-identify as a person with a disability to the Office of Student Accessibility Services (SAS) as soon as possible after deciding to enroll at the University. This will allow the SAS and the student to initiate a conversation about the Service Animal and other accommodations.

Faculty and staff who require a Service Animal on-campus are requested, but not required, to self-identify as a person with a disability to the Office of Human Resources (HR) as soon as possible after deciding to enroll at the University. This will allow HR and the faculty/staff member to initiate a conversation about the Service Animal and other accommodations.

[The following are requirements of Service Animals and their partners:](#)

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3. The partner must be in full control of the Service Animal at all times. Service Animals must be harnessed, leashed, or tethered, unless these devices interfere with the Service Animal's work or the partner's disability prevents using these devices. In that case, the partner must maintain control of the Service Animal through voice, signal, or other effective controls.

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4. The partner is responsible for cleaning up the animal's waste. The partner should always carry equipment and bags sufficient to clean up and properly dispose of the animal's waste. Partners who are not physically able to pick up and dispose of waste are responsible for making all necessary arrangements for assistance. The University is not responsible for these services.
5. In keeping with appropriate University policies and procedures, the partner may be charged for damage caused by the partner or the Service Animal.

Faculty, staff, and students should follow these guidelines for partners and Service Animals:

1. Allow a Service Animal to accompany the partner at all times and everywhere on campus, except where Service Animals are specifically prohibited. The courts have upheld the rights of Service Animal Partners to take Service Animals into food service locations.
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Questions or concerns pertaining to Service Animals for students should be directed to the Office of Student Accessibility Services at studentaccessibility@mountunion.edu. Questions or concerns pertaining to Service Animals for faculty/staff should be directed to the Office of Human Resources at humanresources@muntunion.edu

Responsibilities

Position or Office	Responsibilities
Office of Student Accessibility Services	Process requests for ESAs and register Service Animals for students. Store information from requests and track approved ESAs for students. Responsible for policies covering students in regards to ESAs and Service Animals.
Office of Residence Life	Responsible for policies regarding animals that reside in University Housing for students and Residence Life Staff.

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Applies to: Faculty, staff, student employees, students, and volunteers

Position or Office	Responsibilities
Office of Student Conduct	Responsible for enforcement and adjudication of policies regarding students and animals.
Office of Human Resources	Process requests for ESAs and register Service Animals for faculty and staff. Store information from requests and track approved ESAs for faculty and staff. Responsible for policies covering faculty and staff in regards to ESAs and Service Animals. Responsible for review, enforcement and adjudication of policies regarding faculty/staff and animals.

Resources

none

Contacts

Subject	Office	Telephone	E-mail/URL
Director of Student Accessibility Services	Student Accessibility Services	(330) 823-7372	Studentaccessibility@mountunion.edu
Director of Residence Life	Residence Life	(330) 829-2761	reslife@mountunion.edu
Director of Student Conduct	Student Conduct	(330) 823-7288	studentconduct@mountunion.edu
Director of Human Resources	Human Resources	(330) 829-6560	humanresources@muntunion.edu

History

All changes must be listed sequentially, including edits and reviews. Note when the policy name or number changes.

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