



On-Campus Animal Policy

West Chester University is committed to providing equal access and reasonable accommodations for students with disabilities or special needs who require an animal in on-campus housing. Students who will have a service animal or service animal in training in on-campus housing should be directed to notify the Associate Director of Housing. Those who are interested in having an emotional support/comfort animal should be directed to contact the Associate Director of Housing to begin the process.

TERMS

Partner: The individual with the identified disability or need for an animal. The partner is solely responsible for the cost of care, arrangements and responsibilities for the well-being of their animal. The partner cannot be required to pay a fee or security deposit in order to keep the animal, but is financially responsible for property damage caused by the animal.

Service Animal: An animal that is individually trained to do work or perform tasks for the benefit of the individual with a disability, including physical, sensory, psychiatric, intellectual, or other mental disability. Only dogs and in some rare instances, miniature horses, may qualify as service animals under the ADA.

Service Dog In Training: A dog that is in training to become a service dog.

Emotional Support Animal: An animal that provides emotional support and comfort that alleviates one or more identified symptoms or effects of a person's disability.

Therapy Animal: Therapy animals of residents and guests are not permitted in on-campus housing. Therapy animals are not covered by housing or public access laws.

Pet: Pets of residents and guests are not permitted in on-campus housing. Pets are not covered by housing or public access laws.

CONSEQUENCES FOR BEHAVIOR

When an animal is determined to be disruptive, the infraction will be treated on an individual basis through the appropriate housing office, the Office of Services for Students with Disabilities, and the Office of Social Equity. If the animal poses a threat to the safety of others, Public Safety will become a part of the collaborative team to determine the outcome of the behavior. Consequences may include, but are not limited to: refresher training for the animal and its partner or exclusion from university facilities either temporarily or permanently.

SERVICE ANIMAL

An animal that is individually trained to do work or perform tasks for the benefit of the individual with a disability, including physical, sensory, psychiatric, intellectual, or other mental disability. Only dogs and in some rare instances, miniature horses, may qualify as service animals under the ADA.

Registration

- Apply for, and complete all necessary paperwork to secure housing, within the advertised deadlines.
- Submit written request to the Associate Director of Housing.
- Complete and submit the On-Campus Animal Agreement. This is voluntary for students with a service animal.

- Staff cannot ask about the person's disability, require medical documentation, require a special identification card or training documentation for the animal, or ask that the animal demonstrate its ability to perform the work or task. When it is not obvious what service an animal provides, staff may only ask two questions:
 1. Is the service animal required because of a disability?
 2. What work or task has the animal been trained to perform?
- Documentation from a veterinarian, stating the animal has up-to-date vaccinations (if appropriate) and is in good health. Service animals are subject to local animal control or public health requirements, including vaccinations.
- Service animals are subject to local animal licensing and registration requirements.

Public Etiquette

- Service animals must be harnessed, leashed or tethered when in public places, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.
- Not initiate contact with someone without the partner's direct permission.
- Not display excessive noise or behavior that are disruptive to others and which cannot be stopped by the partner.
- Avoid excessive personal grooming in public settings.
- Not block an aisle or passageway.
- Not openly solicit people food.
- Abide by the rules of use and hygiene in all common areas, including but not limited to kitchens and conference rooms.
- Service animals are permitted in common areas of the building as long as they are in the presence of the partner.

Roommates & Conflicting Medical Needs

- Allergies and fear of animals are not valid reasons for denying access or refusing service to people using a service dogs. When a person who is allergic to animals and a person who utilizes a service animal are assigned to the same unit, West Chester University will work with the residents to resolve the problem as efficiently and effectively as possible. It should be noted that if a person with severe allergies is assigned to a unit with a person who utilizes a service animal, the person with the service animal cannot, by law, be required to relocate to accommodate the other person.

Exclusions

Service animals are permitted in all areas of campus unless the presence of the animal:

- Fundamentally alters the nature of a program or activity;
- Would result in substantial physical damage to the property of others;
- When the animal displays excessive noise or behavior that are disruptive to others and which cannot be stopped by the partner;
- When the animal is not housebroken.

SERVICE DOG IN TRAINING

A dog that is in training to become a service dog.

Registration

- Apply for, and complete all necessary paperwork to secure housing, within the advertised deadlines.
- Submit written request to the Associate Director of Housing and Dining Administration.
- Complete and submit the On-Campus Animal Agreement. This is voluntary for students with a service dog in training.
- Demonstrate that the dog is housebroken. If the dog is not yet housebroken, the partner understands that it is his/her responsibility to properly train the dog. The partner is responsible for sanitary clean up measures.

- Documentation from a veterinarian, stating the animal has up-to-date vaccinations (if appropriate) and is in good health. Service dogs in training are subject to local animal control or public health requirements, including vaccinations.
- Service dogs in training are subject to local dog licensing and registration requirements.

Public Etiquette

- Service dogs in training must be harnessed, leashed or tethered when in public places.
- Not initiate contact with someone without the partner's direct permission.
- Not display excessive noise or behavior that are disruptive to others and which cannot be stopped by the partner.
- Avoid excessive personal grooming in public settings.
- Not block an aisle or passageway.
- Not openly solicit people food.
- Abide by the rules of use and hygiene in all common areas, including but not limited to kitchens and conference rooms.
- Service dogs in training are permitted in common areas of the building as long as they are in the presence of the partner.

Roommates & Conflicting Medical Needs

- When a person who is allergic to dogs and a person who is training a service dog are assigned to the same unit, West Chester University will work with the residents to resolve a problem as efficiently and effectively as possible. All roommates have equal rights to the unit and any, or all, may be relocated in order to resolve the problem.

Exclusions

Service dogs in training are permitted in the resident's assigned unit and in all common areas as long as the dog is in the presence of the partner. Service dogs in training may be excluded from all campus areas, including housing, academic buildings, and dining facilities, where the presence of the animal:

- Fundamentally alters the nature of a program or activity;
- Would result in substantial physical damage to the property of others;
- Would substantially interfere with the reasonable enjoyment of the area by others;
- When the animal displays excessive noise or behavior that are disruptive to others and which cannot be stopped by the partner;
- When the animal is not housebroken. If the animal is not yet housebroken, the partner is actively training this behavior and is cleaning up in a sanitary manner.

EMOTIONAL SUPPORT ANIMAL

An animal that provides emotional support and comfort that alleviates one or more identified symptoms or effects of a person's disability.

Registration

- Apply for, and complete all necessary paperwork to secure housing, within the advertised deadlines.
- Submit written request to the Associate Director of Housing and Dining Administration.
- Complete and submit the On-Campus Animal Agreement.
 1. Provide documentation of the disability or special need, which shall include information from the individual's primary health care provider indicating the student's need for an emotional support animal. Students seeking an accommodation for an emotional support animal must provide reliable documentation of disability or need from a physician, psychiatrist or other licensed mental health professional qualified to assess that the animal provides emotional support that alleviates one or more of the identified symptoms or effects of an existing disability or need.
- Animal must be housebroken.

- Documentation from a veterinarian, stating the animal has up-to-date vaccinations (if appropriate) and is in good health. Emotional support animals are subject to local animal control or public health requirements, including vaccinations.
- Emotional support animals are subject to local licensing and registration requirements.

Public Etiquette

- Animals must be harnessed, leashed or tethered in public places, unless these devices interfere with the specific need for the animal. In that case, the partner must maintain control of the animal through voice, signal, or other effective controls.
- Not initiate contact with someone without the partner's direct permission.
- Not display excessive noise or behavior that are disruptive to others and which cannot be stopped by the partner.
- Avoid excessive personal grooming in public settings.
- Not block an aisle or passageway.
- Not openly solicit people food.
- Abide by the rules of use and hygiene in all common areas, including but not limited to kitchens and conference rooms.
- Emotional support animals are not permitted in common areas of the building, with the exception of entering and exiting the building.

Roommates & Conflicting Medical Needs

- When a person who is allergic to animals and a person with an approved emotional support animal are assigned to the same unit, West Chester University will work with the residents to resolve a problem as efficiently and effectively as possible. All roommates have equal rights to the unit and any, or all, may be relocated in order to resolve the problem.

Guests

Emotional support animals accompanying campus visitors are not permitted in West Chester University properties and are only allowed in areas of campus where domesticated animals (pets) are permitted.

Exclusions

The determination of whether an emotional support animal will be permitted in West Chester University housing is made on a case by case basis, through an interactive process involving the individual requesting the accommodation. In all cases, the needs of the individual requesting the animal are balanced with the impact of an animal on other residents, on-campus students, and patrons.

Emotional support animals are only allowed in the resident's dwelling unit in on-campus housing and in areas of campus where domesticated animals are permitted. Emotional support animals are only permitted in the assigned unit, not common areas. Emotional support animals may be excluded from all campus areas, including housing, academic buildings, and dining facilities, where the presence of the animal:

- Fundamentally alters the nature of a program or activity;
- Would result in substantial physical damage to the property of others;
- Would substantially interfere with the reasonable enjoyment of the area by others;
- When the animal displays excessive noise or behavior that are disruptive to others and which cannot be stopped by the partner;
- When the animal is considered a potentially dangerous species;
- When the animal is not housebroken.



On-Campus Animal Agreement

Student Name _____ WCU ID _____
Email _____ Phone _____
Housing Assignment (if known) _____
Roommate(s) Name(s) (if known) _____
Please list all residents of your assigned room/suite/apartment, if known.

Let us know some information about the animal:

Name _____ Age _____
Type _____ Breed _____
Veterinarian Name & Phone Number _____

EMERGENCY CONTACT

In the event of an emergency, the person below will be contacted to assume custody of the animal.

Name _____ Phone _____

REQUIREMENTS FOR ON-CAMPUS RESIDENTS WITH AN ANIMAL

The following items must be completed at least 30 days prior to occupancy for residents requesting to live on-campus with an emotional support animal. This agreement is voluntary for residents requesting to live on-campus with a service animal or service dog in training.

SERVICE ANIMAL

	Apply for and complete all necessary paperwork to secure housing, within the advertised deadlines.
	Submit written request to the Associate Director of Housing and Dining Administration.
	Documentation from a veterinarian stating that the animal has up to date vaccinations (if appropriate) and is in good health. Service animals are subject to local animal control or public health requirements, including vaccinations.
	A completed On-Campus Animal Agreement submitted to the Associate Director of Housing and Dining Administration. This is optional.
	Service animals are subject to local animal licensing and registration requirements.

SERVICE DOG IN TRAINING

	Apply for and complete all necessary paperwork to secure housing, within the advertised deadlines.
	Submit written request to the Associate Director of Housing and Dining Administration.
	Documentation from a veterinarian stating that the animal has up to date vaccinations (if appropriate) and is in good health. Service dogs in training are subject to local animal control or public health requirements, including vaccinations.
	A completed On-Campus Animal Agreement submitted to the Associate Director of Housing and Dining Administration. This is optional.
	Service dogs in training are subject to local dog licensing and registration requirements.
	Demonstrate that the animal is housebroken or being actively trained on this behavior.

EMOTIONAL SUPPORT ANIMAL

	Apply for and complete all necessary paperwork to secure housing, within the advertised deadlines.
	Submit written request to the Associate Director of Housing and Dining Administration.
	Documentation from a veterinarian stating that the animal has up to date vaccinations (if appropriate) and is in good health. Emotional support animals are subject to local animal control or public health requirements, including vaccinations.
	A completed On-Campus Animal Agreement submitted to the Associate Director of Housing and Dining Administration.
	Emotional support animals are subject to local licensing and registration requirements.
	Provide documentation of the disability or special need from a primary care physical, psychologist, psychiatrist, or other licensed mental health professional.
	Demonstrate that the animal is housebroken.

ON-CAMPUS ANIMAL AGREEMENT

Review and initial each requirement indicating you understand and will adhere to the requirement.

	I must comply with all state laws and local animal ordinances, as well as all West Chester University policies and guidelines.
	I must comply with all required state and municipal license requirements, including current identification and vaccination tags. Dogs must wear a current rabies vaccination tag. All animals must be tagged with contact information for the owner, if there is an ability to do so.
	I must provide appropriate food, water, and shelter for the animal.
	The animal is only permitted in my assigned unit, not any other unit or common areas of the residence hall or apartment or any other on-campus location where animals are not permitted. The animal is only permitted outside of my assigned unit to enter and exit the building. The animal cannot be cared for, or left in the unit of other on-campus residents. <i>Service animals and service dogs in training are permitted in all common areas of the residence hall/apartment complex. Emotional support animals are only permitted in the partner's assigned unit.</i>
	I am solely responsible for the care, supervision, and cleanup of the animal, with assistance of others as necessary.
	I am responsible for routine maintenance of the animal, which includes flea and tick prevention. Recommended vaccinations and annual examinations must be completed. The Office of Residence Life and Housing has the right to request updated veterinary verification annually, or at any time during the animal's residency.
	I am responsible for instructing others on appropriate interactions with the animal and setting clear and respectful expectations.
	I am responsible excessive noise or behavior that is disruptive to others and which I cannot stop.
	I cannot leave the animal unattended overnight or for an extended period of time beyond normal working/class hours.
	Animals must be housebroken or crated when the partner is not present in the unit. If the service dog in training is not initially housebroken, I am responsible for training this behavior and for sanitary clean up measures.
	I am responsible for properly containing and disposing of all animal waste. Outdoor waste, such as feces, must be immediately retrieved and properly disposed of in an outdoor trash receptacle by the partner or someone designated by the partner.
	I am responsible for effectively controlling the animal at all times. If the animal leaves the assigned unit, it must be on a leash or in a crate. If I am unable to effectively control the animal, or if the animal poses a direct threat to the health or safety of others, the permission to keep the animal will be rescinded until such a time that the problem is rectified.
	I must not allow the animal to be neglected or abused.

	I am not required to pay a fee or security deposit for the animal.
	I understand that I bear sole financial responsibility for any action of the animal that causes bodily injury to individuals.
	I am financially responsible for the actions of the animal including damage that requires replacement of furniture, carpet, blinds, etc. I am expected to cover all costs of returning the unit to the same condition it was in at move-in. This may include cleaning all carpets and furniture to remove pet odors, dander, hair, etc. This applies to all areas of the unit and landscaping and other outside improvements. If items cannot be satisfactorily repaired, I will be charged for the complete replacement.
	The request may be denied or rescinded if the animal poses a direct threat to the health or safety of others that cannot be reduced or eliminated by another reasonable accommodation, or the animal would cause substantial physical damage to the property of others that cannot be reduced or eliminated by another reasonable accommodation.
	That animal cannot produce or raise offspring while on campus.

I _____ (printed name) have read and agreed to all of the terms of the West Chester University On-Campus Animal Agreement. I understand that any violation of the agreement may result in West Chester University rescinding the agreement. I understand that I must communicate regularly with my roommate(s), Residence Life and Housing Services. I understand that West Chester University may make reasonable changes to the On-Campus Animal Agreement at any time. If such changes are made, West Chester University will distribute a written copy of the changes to me.

Student Signature

Date

Parent/Guardian Signature (if under 18)

Date