Animals on Campus Policy

Revised July 2023

# Purpose

Carroll College recognizes the importance of Service Animals and of Emotional Support Animals and is committed to allowing them on campus as described in this policy.

Although it is the policy of Carroll that individuals are generally prohibited from having animals of any type in college housing, exceptions will be made for students with disabilities requiring accommodations, and students assigned animals for the Anthrozoology Program and affiliated clubs.

# Scope

# This policy applies to all students, faculty, staff, professional employees residing in campus housing, volunteers, and visitors on the Carroll College campus.

# Definitions

*Handler/Owner/Student* – Refers to the individual responsible for the animal while it is on the Carroll College Campus.

*Pet -* A “pet” is a dog or other domestic animal kept for companionship or pleasure by an individual that is not a Service Animal, an ESA, or a Therapy Animal.

*Service Animal -* A "Service Animal" is a dog that is individually trained to provide assistance to an individual with a disability (§49-4-203(2), MCA) including a physical, sensory, psychiatric, intellectual, or other mental disability. Such work or tasks include guiding people who are visually impaired, alerting people who are hard of hearing, pulling a wheelchair, responding to a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with post-traumatic stress disorder during an anxiety attack, and performing other duties. The work or task that a service animal has been trained to provide must be directly related to the person's disability. Service animals are not considered “pets” and are explicitly permitted under state and federal civil rights law. The provision of emotional support, well-being, comfort or companionship does not constitute work or tasks for the purposes of this definition.

*Service Animals in Training* – A "Service Animal In-Training" is a dog that is being trained to provide assistance to an individual with a disability (§49-4-203(2), MCA) including a physical, sensory, psychiatric, intellectual, or other mental disability.

Per MCA 49-4-214, a service animal in training shall wear a leash, collar, cape, harness, or backpack that identifies in writing that the animal is a service animal in training. The written identification for service animals in training must be visible and legible from a distance of at least 20 feet.

*Anthrozoology Animals –* An animal being trained through the Anthrozoology Program at Carroll College for educational or research purposes. Individuals responsible for animals approved as “Anthrozoology Animals” must strictly follow all expectations of the *Animals on Campus Responsibility Agreement*, and the Anthrozoology Faculty.

*Emotional Support Animal or ESA -* An Emotional Support Animal (ESA) is an animal that provides emotional support for an individual with a disability. Unlike service animals that are trained to perform specific tasks to mitigate their handler’s disabilities, ESA’s are generally not trained to perform disability-specific tasks. Their therapeutic support is a function of their presence and interaction with the person with a disability. ESAs are not pets, but they typically are animals commonly kept in households as pets. An ESA may be a dog, cat, small bird, rabbit, hamster, gerbil, fish, or other small domesticated animal that is traditionally kept in the home for pleasure. An ESA is not a Service Animal; therefore, an ESA does not accompany its owner to other buildings on campus.

*Therapy Animal -* A “therapy animal” is an animal certified and registered with a verifiable therapy animal organization. This animal may make visits in the community to create a therapeutic experience for the public, or may be owned by a licensed therapist who uses it as part of their practice. Therapy animals are permitted on campus when the oversight organization has been invited to campus for a specific purpose.

**City of Helena Ordinance 5-2-14 – Animals Running at Large**

“Any person who owns, harbors or keeps an animal, or the parent or guardian of any such person under the age of eighteen (18) years, is strictly liable for any violation of this section. All animals not confined within an enclosure or on the owner's property must be kept on a leash not more than ten feet (10') long that is physically held by a responsible person, or must be securely held by a responsible person so as to prevent the animal from running at large, with the following exceptions: All dogs must be kept under control, either on a leash or within sight and under voice control of their owners or other responsible persons when they are within any "natural park" as defined in section [7-12-1](http://www.sterlingcodifiers.com/codebook/getBookData.php?ft=3&find=7-12-1) of this code and as designated by the city commission or within a fenced area of a dog park as designated by the city commission. Dogs must be kept on a leash as described above within one hundred (100) yards of any trailhead to any natural park. (Ord. 3178, 6-24-2013)”

# Policy

Carroll College is committed to providing employees, students, and visitors with a healthy and safe environment in which to work and study. Based on reasons of health, sanitation, and safety, individuals are not allowed to have their animals, other than Service Animals, inside any College facilities without prior approval. Those wishing to have other animals on campus should contact Accessibility Services for information about restrictions.

**Policy specific to Service Animals (SA)**

* A Service Animal is a dog that is required because of a disability and trained to perform a disability-related task.
* Service Animals must be under the control of their handler at all times. Service Animals must be harnessed, leashed, or tethered, unless the handler’s disability prevents using these devices or these devices interfere with the service animal’s safe, effective performance of tasks.
* The handler should ensure that the Service Animal does not approach and sniff other individuals, dining tables, personal belongings, or block emergency exits.
* The handler must assure that the Service Animal does not display behaviors or noises that are deemed disruptive to others.
* Although Service Animals are not required to be marked, this is strongly encouraged.
* Although approval is not necessary for Service Animals, a student is required to register his/her specific animal with Accessibility Services for safety purposes. The following documents must be uploaded into eRezLife within 10 calendar days:
	+ Animals on Campus Registration
	+ Responsibility Agreement
	+ Vaccination Record/Health Certificate – up to date and signed by a licensed veterinarian
	+ Official Documentation of spay/neuter completion
	+ City License Certificate
	+ Color Photo of the Animal

**Policy specific to a Service Animal In-Training**

* All of the Service Animal policy items outlined above apply to Service Animals In-Training.
* Additionally, Per MCA 49-4-214, a service animal in training shall wear a leash, collar, cape, harness, or backpack that identifies in writing that the animal is a Service Animal in Training. The written identification for Service Animals in Training must be visible and legible from a distance of at least 20 feet.

**Policy specific to Emotional Support Animals (ESA)**

* An ESA is necessary when an individual’s disability interferes with his/her equal opportunity to use and enjoy Carroll College housing.
* The animal must be reasonable in size, temperament, and safety, and at least 1-yr old.
* The animal must be spayed or neutered to live in campus housing.
* An ESA is permitted only in College student housing areas. An ESA is not permitted in other areas of the College (e.g. dining facilities, libraries, academic buildings, athletic buildings and facilities, classrooms, labs, individual centers, etc.).
* Any person approved for an ESA must agree to the guidelines outlined on the *Animals on Campus Responsibility Agreement,* attached below.
* An owner approved for an ESA must fully cooperate with College personnel with regard to meeting the terms of this Policy and developing procedures for care of the ESA (e.g., cleaning the animal, feeding/watering the animal, designating an outdoor relief area, disposing of feces, etc.).
* ESAs may not be left overnight or for an extended period of time in College housing to be cared for by any individual other than the Owner. If the Owner is to be absent from his/her residence hall overnight or longer, the animal must accompany the Owner. The Owner is responsible for ensuring that the animal is crated, as appropriate, when the Owner is not present during the day while attending classes or other activities.
* The Student is responsible for feeding, maintaining, providing veterinary care, and controlling his or her ESA.
* The Student approved for an ESA grants permission to Accessibility Services and/or Residential Life to disclose information regarding the request for and presence of the ESA to those individuals who may be impacted by the presence of the animal including, but not limited to, Residence Life personnel and the Student’s potential/actual roommate(s). Any information so disclosed shall be limited to information related to the ESA animal and shall not include information related to the Student’s disability.
* The owner of the ESA agrees that the animal will not be bathed using any College facilities, including College residence hall facilities.
* The owner must designate someone (not a student in College residence) in their ESA application form as the emergency contact should someone else need to care for the ESA unexpectedly.
* If an ESA needs to be removed from the premises for any reason, the owner is expected to fulfill his/her housing obligations for the remainder of the housing contract.
* The College reserves the right to deny approval of proposed ESA’s to animals that poses health or safety concerns, or would significantly disrupt the residence hall living environment for others.
* The College reserves the right to enforce all relevant rules for the use of ESA’s through the student conduct code and applicable laws.  The College also reserves the right to revoke approval when an owner fails to follow the requirements set forth in this policy, the ordinances of the City of Helena, and/or other applicable state and federal laws.
* The use of an ESA must be accompanied by documentation of the owner’s disability to Accessibility Services.
* The student should have an existing, pre-established relationship with his/her ESA.
* After approval, the Student is required to upload the following documents into his/her eRezLife portal within 10 calendar days:
	+ Accessibility Services – Approval Letter
	+ Animals on Campus Registration
	+ Responsibility Agreement
	+ Vaccination Record/Health Certificate – up to date and signed by a licensed veterinarian
	+ Official Documentation of spay/neuter completion
	+ City License Certificate (only required for dogs)
	+ Color Photo of the Animal

**Policy specific to Anthrozoology Program Animals (and clubs involving these animals)**

* Anthrozoology Program Animals and club affiliates must be registered through the Canine Center Director with the following documents filed:
	+ Animals on Campus Registration
	+ Responsibility Agreement
	+ Vaccination Record/Health Certificate – up to date and signed by a licensed veterinarian
	+ City License Certificate (only required for dogs)
* ANZ Department Chair will maintain veterinary records for any of the program-owned animals used for instructional purposes.
* Clear markings of animals that are part of any ANZ course or program, or that are part of a student club are necessary for the safety of all animals and people on campus. It is the purpose of this policy to ensure safety and understanding as well as to create an environment that is friendly and safe for all individuals responsible for an animal to live and learn.

**Policy specific to Employees and Campus Guests**

***Service Animals:***

Regulations governing Title I of the ADA were created by the Equal Employment Opportunity Commission (EEOC).

* Individuals with disabilities have a right to have a trained service animal with them per ADA.
* Accommodations for employees with disabilities are handled through Human Resources.

***Pets – Approved ONLY for non-students who are professional employees and reside in College housing:***

* Professional staff and faculty living in Phase 1 apartments or Area Coordinators may have a “pet” as defined above.  Pet tracking is handled by the office of the Vice President for Finance, Administration, & Facilities Management.
* Guidelines for approved pets are provided in the College lease agreement.

***Pets – Faculty and Staff who do NOT reside in College housing must have approval through the Human Resources Office to have a pet on campus.***

The Human Resources Office serves as the campus authority for approved animals for employees. Non-resident faculty and staff planning to bring an animal into any College building must complete the *Animals on Campus Application and Responsibility Agreements* and return to the Human Resources Office. The Human Resources office will assess documentation to determine if it is necessary that an animal should be present with the employee as a reasonable accommodation.

***Campus Guests:***

While Carroll College welcomes all visitors to campus, the campus is private property, and the College has the expectation that all visitors who bring animals to campus will follow campus policy, the City of Helena ordinances, and all applicable state and federal laws. Carroll College is not a “natural park,” thus, leashes are required at all times for all animals using campus facilities on campus (both inside and outside).  Violators should be reported to Campus Security.

***The following animals will be granted time-limited campus access:***

Categories of animals accompanied by professionals or handlers that are specifically invited to campus for an event, class, or other activity:

* Therapy Animals – Individuals from a verifiable therapy animal organization bringing an animal for the purpose of a club or class to create a therapeutic experience.
* Conservation Dogs – Working Dogs for Conservation
* K-9 Units – Helena Police Department.
* Service Animals – Guests requiring a Service Animal per ADA law.
* ESAs - State and Federal laws have no specific provisions for people to be accompanied by an ESA in public spaces.

# Approval Process to have an Animal on Campus

**ESA Approval Procedure:**

* 1. Complete the online Accessibility Services Accommodation Request and upload medical documents

(Students must make a request for an ESA and the animal must be approved by Accessibility Services prior to moving the animal to campus. If an ESA is requested mid-semester, the College may not be able to meet the accommodation request until the end of the semester).

* 1. Schedule an appointment through Handshake to meet with the Accessibility Director.

(Student will complete *Animals on Campus Registration and Responsibility Agreement* at this meeting)

* 1. After receiving approval letter from Accessibility Services, student has 10 calendar days to submit the following documents: (it is *expected that all documentation remains current)*
* Accessibility Services – Approval Letter
* Animals on Campus Registration
* Responsibility Agreement
* Vaccination Record/Health Certificate – up-to-date and signed by a licensed veterinarian
* Official Documentation of spay/neuter completion
* Lewis and Clark County License Certificate (only required for dogs)
* Color Photo of the Animal

\***Anthrozoology Animals** and affiliated club animals will be assigned/approved through the Anthrozoology Program Faculty and do not integrate with Accessibility Services. Students will complete the following documents, and these will be filed with the Anthrozoology Program Chair.

* + Animals on Campus Registration (below)
	+ Responsibility Agreement (below)
	+ Vaccination Record/Health Certificate – up to date and signed by a licensed veterinarian
	+ City License Certificate (only required for dogs)

\***Service Animals** will be registered (approval process does not apply) through the Accessibility Services Office for tracking purposes. The *Animals on Campus Registration* and *Responsibility Agreement* will be completed by the student and uploaded in eRezLife by the Accessibility Director.

 Two questions that may be asked:

1. Is this animal required because of a disability?
2. What disability-related work or tasks is the animal trained to perform?

**\*Residential Employee Pets:** Employees who live in College housing may request to have a pet as part of his/her lease agreement. Additional paperwork and fees may apply. This is processed by the Finance, Administration, and Facilities Management Office.

**\*Non-Residential Employee Pets:** The Human Resources Office serves as the campus authority for approving animals for employees. Non-resident employees planning to bring an animal into any Carroll building must complete the following:

* Animals on Campus Registration
* Responsibility Agreement

The Human Resources office will assess documentation as necessary from a licensed healthcare provider that the animal is necessary as a reasonable accommodation.

Any person should contact Accessibility Services (involving student) or Human Resources (involving employee) if an owner/handler does not appear to be following this policy’s requirements. If an owner/ handler is found responsible for not adhering to any of these requirements, the situation will be investigated and applicable sanctions will be administered per the Discipline Policy.

# Animals on Campus – Responsibility Agreement

# Individuals who have been approved under the Carroll College Animal Policy must comply with the following requirements:

* The owner/handler must agree to Carroll College – Animals on Campus Policy
* Animal owners must complete the approval/registration process with the respective office: Accessibility Services, Anthrozoology, or Human Resources. The following documents must be uploaded in eRezLife within 10 days of approval.
	+ Accessibility Services – Approval Letter
	+ *Animals on Campus Registration*
	+ *Responsibility Agreement*
	+ Vaccination Record / Health Certificate – up-to-date and signed by a licensed veterinarian
	+ Official Documentation of spay/neuter completion (NA for approved employee pets & SA’s in Training under 1-year)
	+ City License Certificate (only required for dogs)
	+ Color Photo of the Animal
* The Accessibility Services Director reserves the right to speak directly to the medical provider or request a *Verification Form* to clarify a student’s need for an ESA.
* Animals must be kept on a leash at all times unless inside a private residence/office. Service Animals must be leashed at all times, unless being on a leash interferes with the service tasks they are trained to perform.
* Owners/handlers must be in full and positive control of the animal at all times. Animal behavior may not be disruptive, such as barking, growling, or displaying any other aggressive behavior. Any animal’s presence must not violate another individual’s right to safety, peace, and quiet.
* Anthrozoology Animals and club animals must wear a leash, collar, cape, harness, backpack or other appropriate visible identification that identifies their association on campus.
* Animal (with the exception of a Service Dog) are not permitted to be in any other building or room on campus except for the student’s residence.
* Animals in residence halls must be securely crated/caged when left unattended in a residence hall or apartment.
* An animal’s size and weight will be factors considered when approving. The cage or crate in which the animal will be housed cannot be too large for the assigned housing space.
* Animals must be at least 1-year of age.
* Animals must be spayed/neutered in order to live in the residence halls.
* Exotic animals and animals that may carry zoonotic diseases will not be approved
* The cost of professional cleaning, maintenance, or replacement of damaged property due to an animal’s presence will be applied to the student account of any student who leaves evidence of an animal in their room (i.e. scratches, urine stains, smells, etc. that are not considered wear and tear).
* Animal owner/handler understands that the animal will not be bathed using residence hall facilities.
* Owner/handler must clean up after the animal, including the sanitary disposal of animal waste.
* If a student approved to have an animal is placed in a residence with a student who has a fear or allergy to animals, one or both of the students may be asked to accept an alternative placement.
* Only one animal is allowed per residence.
* I understand that my animal will not be in research labs, areas requiring protective clothing, areas with equine safety issues, and any other areas requiring sterile environments without prior professor approval.
* If it is suspected that an owner/handler does not appear to be adhering to these requirements, they will face consequences up to the removal of the animal from campus.

***I have read and understand the policy set forth in this document:***

Owner/handler’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner/handler’s Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Animals on Campus Registration

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner/Handler’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Carroll ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Specific Animal Request (approval process varies based on request):

* Service Animal
* Emotional Support Animal (ESA)
* Anthrozoology Program / Club Animal
* Pet (only for resident employees)
* I am in the Anthrozoology program and have been approved to have an animal in training as part of my educational program.
* Therapy Animal / K9 Unit / Other

Type of Animal (dog, cat, fish, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Animal’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Animal Age: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is Animal Spayed / Neutered: YES NO

Veterinary Clinic or Veterinarian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* As the owner/handler approved to have an animal on campus, I agree to have the following documents uploaded in eRezLife within 10 days of approval:
	+ Accessibility Services – Approval Letter
	+ Health Certificate/Vaccination Record – signed by a licensed veterinarian
	+ Official Documentation of spay/neuter completion
	+ Lewis and Clark County License Certificate (only required for dogs)
	+ Color Photo of the Animal
	+ Signed Responsibility Agreement

In the unexpected event that someone else will need to care for my animal (non-Carroll resident), I designate the following individual(s) to remove my animal from my residence or office space.

* NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner/handler’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner/handler’s Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_