

Animals on Campus Policy

Revised July 2026



I. 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.

II. Scope

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

III. Definitions

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

B. 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.

C. Collar Scholars Club Animal – A Collar Scholars Club Animal is a puppy that has been placed with a student through Carroll’s recognized Collar Scholars Club in partnership with the Canine Companions puppy raising program. The puppy is assigned to a student for an academic year to receive basic obedience, socialization, and foundational training before being returned to Canine Companions for evaluation and determination of its suitability for advanced service dog training. A Collar Scholars Club Animal is **not** a Service Animal, Service Animal in Training, Emotional Support Animal (ESA), or Therapy Animal, and is **not** approved as a disability-related accommodation. Authorization for a Collar Scholars Club Animal is administered through the College's Housing and Residence Life and Student Activities processes, rather than through Accessibility Services, and is subject to all applicable College policies and program requirements.

D. 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 mental health 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.

E. 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.

F. 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.

G. 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.

H. 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.

VI. External Regulations

Any student with an animal on campus must abide by current city, county, and state ordinances, laws, and regulations pertaining to licensing, vaccination, and other requirements for animals. It is the student's responsibility to know and understand these ordinances. Carroll College has the right to require documentation of compliance with such ordinances, laws, and regulations.

A. 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](#) 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)"

B. City of Helena Ordinance 5-2-3 – Animal Licenses

Requires that dogs and other applicable animals kept within city limits be properly licensed with the city, maintained with current vaccination records, and identified through registration to support public safety, responsible pet ownership, and animal control enforcement. The ordinance authorizes the city to establish licensing procedures, fees, and renewal requirements, and it helps ensure that lost, stray, or dangerous animals can be identified and managed in accordance with local animal control regulations.

1. A person who keeps or harbors a dog over six (6) months of age within the city for more than fourteen (14)

consecutive days shall obtain a dog license.

1. To obtain a dog license, the owner of the animal shall:
 - a. Submit a completed application provided by the city;
 - b. Provide current proof of rabies vaccination for the animal being licensed, which rabies vaccination must remain current and unexpired or the associated license automatically becomes void; and
 - c. Pay the associated license fee.

Article I. 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.

I. Policy specific to Service Animals (SA)

In order to assure that individuals with disabilities have equal access to College programs, services, activities, and facilities as mandated by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, this policy explains the specific requirements applicable to the use of Service Animals and Service Animals in Training on the Carroll College campus. Unlike Emotional Support Animals (ESAs), Service Animals are individually trained to perform specific work or tasks directly related to a person's disability. Service Animals in Training are animals actively being trained to perform such work or tasks and may be permitted on campus in accordance with applicable state law and College policy.

Carroll College reserves the right to amend this Policy as circumstances require. This section of the policy applies solely to Service Animals and Service Animals in Training permitted on campus under the ADA and applicable state law. All requirements outlined in the Animals on Campus Responsibility Agreement apply to Service Animals and Service Animals in Training. Service Animals must remain under the control of the handler at all times and must be harnessed, leashed, or tethered unless the handler's disability prevents the use of such devices or the devices interfere with the animal's safe and effective performance of tasks. Handlers are expected to ensure that Service Animals do not approach or sniff other individuals, dining tables, or personal belongings, and do not obstruct walkways or emergency exits. Service Animals must not display disruptive behaviors or excessive noise that interferes with the campus environment. Although Service Animals are not required to wear identifying equipment, visible identification is strongly encouraged.

Although formal approval is not required for Service Animals, students residing in College housing are required to register their specific animal with Accessibility Services for health, safety, and emergency purposes. The following documents must be uploaded to eRezLife within 10 days of bringing the animal to campus:

- A. Animals on Campus Registration Form
- B. Animals on Campus Responsibility Agreement
- C. Current (within one year) Vaccination Record signed by a licensed veterinarian
- D. Helena City/County License Certificate (for dogs)
- E. Color photo of the animal

Carroll College reserves the right to require removal of any animal that is out of control, poses a direct threat to the health or safety of others, or causes substantial disruption to the campus environment. Failure to comply with this policy may result in action under the Student Code of Conduct and/or removal of the animal from campus facilities.

II. Policy specific to Service Animals In-Training

A. All of the Service Animal policy items outlined above apply to Service Animals In-Training.

B. 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.

III. Policy specific to Emotional Support Animals (ESA)

In order to ensure that a student has an equal opportunity to use and benefit from Carroll College housing, as mandated by the Fair Housing Act (FHA), this policy outlines the requirements applicable to an individual's use of an Emotional Support Animal (ESA) within the College housing program. Unlike Service Animals, which are individually trained to perform specific tasks related to a person's disability, ESAs provide therapeutic benefit through their presence and interaction with an individual experiencing a mental health disability.

Carroll College reserves the right to amend this Policy as circumstances require. This section applies solely to Emotional Support Animals (ESAs) approved as a reasonable accommodation through Accessibility Services. No ESA may reside in College housing prior to formal approval. Animals found in residence prior to approval must be removed immediately. Failure to comply with this requirement may constitute a violation of the Student Code of Conduct. If an ESA is removed from housing for any reason, the student remains responsible for all housing and financial obligations under the housing contract.

Carroll College is not responsible for the care, supervision, or provision of any animal approved to be on campus. In the event of an emergency, College personnel are not required to remove an animal from a residence hall or other campus facility. Emergency responders will determine whether removal of the animal is appropriate and shall not be held responsible for the care, loss, injury, or damage to the animal.

Carroll College reserves the right to deny or remove an ESA when the animal:

1. Poses a direct threat to the health or safety of others;
2. Causes substantial property damage;
3. Results in a fundamental alteration of the College housing program or operations;
4. Creates an unmanageable disturbance or interference with the residential community; or
5. Is not maintained in accordance with the responsibilities outlined in this policy.

In determining whether an ESA is appropriate for residence in College housing, Carroll College may consider the following factors:

1. Whether the housing assignment can reasonably accommodate the animal, including required crate or cage space;
2. Whether the animal's presence may negatively impact or disrupt other residents in the assigned housing space or residential environment;

3. Whether the animal is housebroken and able to live in a communal residential setting;
4. Whether the animal poses a health or safety concern, including risks related to zoonotic disease or sanitation;
5. Whether the animal's vaccinations are current and properly documented; and
6. Whether the animal is likely to cause damage beyond reasonable wear and tear to College property.

Carroll College reserves the right to enforce all applicable policies, student conduct procedures, and local, state, and federal laws. Approval may be revoked if a student fails to comply with this policy or applicable legal requirements.

IV. Policy specific to Anthrozoology Program Animals (and clubs involving animals)

Anthrozoology Program Animals Canine Center Director. Animal clubs must be registered through the Director of Student Activities with the following documents filed:

- A. Animals on Campus Registration Form
- B. Animals on Campus Responsibility Agreement
- C. Current (within one year) Vaccination Record signed by a licensed veterinarian
- D. Helena City/County License Certificate (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.

V. Policy specific to Employees and Campus Guests

A. *Service Animals:*

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

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

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

1. 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.
2. Guidelines for approved pets are provided in the College lease agreement.

C. *Pets for Non-Residents – 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.

D. *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.

E. *Other Circumstances:*

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.

Article II: Approval Process to have an Animal on Campus

I. Service Animals

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.

The following documentation is required:

- A. Animals on Campus Registration Form
- B. Animals on Campus Responsibility Agreement
- C. Current (within one year) Vaccination Record signed by a licensed veterinarian
- D. Helena City/County License Certificate (for dogs)
- E. Color photo of the animal

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?

II. Emotional Support Animals

In order to be approved for ESA, the student must first establish their need for this accommodation. Approval for a specific animal to serve in the role of emotional support is a separate step that involves additional documentation. Generally, ESAs approved to reside in Carroll housing are dogs or cats, but requests for other commonly domesticated animals will be considered on a case-by-case basis.

- 1) Complete the online Accessibility Services Accommodation Request and upload medical documentation to support your need for this accommodation

(Students must make a request for an ESA 30 days prior to moving on 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).

- 2) Schedule an appointment through Handshake to meet with the Director of Accessibility Services.
- 3) After receiving an approval letter from Accessibility Services, student must submit the following documentation within 10 days of bringing the ESA to campus. (these documents will be required annually)

- A. Animals on Campus Registration Form
- B. Animals on Campus Responsibility Agreement
- C. Current (within one year) Vaccination Record signed by a licensed veterinarian
- D. Helena City/County License Certificate (for dogs)
- E. Color photo of the animal

III. 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 or the Director of Student Activities (clubs).

- A. Animals on Campus Registration Form
- B. Animals on Campus Responsibility Agreement
- C. Current (within one year) Vaccination Record signed by a licensed veterinarian
- D. Helena City/County License Certificate (for dogs)

IV. 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 Human Resources.

V. 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:

- A. Animals on Campus Registration
- B. Animals on Campus 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 agree to and comply with the following requirements:

Approval and Registration Requirements

- Animal owners must complete the approval and registration process through Accessibility Services. The following documents must be uploaded to eRezLife within 10 days of bringing your animal to campus
 - Accessibility Services Approval Letter
 - Animals on Campus Registration Form
 - Animals on Campus Responsibility Agreement
 - Vaccination Record/Health Certificate – signed by licensed veterinarian and current within one year.
 - Helena City/County License Certificate (required for dogs only)
 - Color photo of the animal
- Individuals approved to have an animal on campus must agree to the guidelines outlined in the Animals on Campus Responsibility Agreement.
- An ESA may be approved when an individual's mental health disability interferes with their equal opportunity to use and enjoy College housing.
- Service Animals are dogs individually trained to perform specific tasks directly related to a person's disability. These dogs must be registered through the Accessibility Services office.
- Service Animals in Training (SAIT) are animals actively being trained to perform work or tasks and are permitted on campus with a leash, collar, cape, or harness that identifies that animal as a SAIT. This written identification must be visible from a distance of 20 feet.
- Students should have an established relationship with the ESA prior to seeking approval.
- Only one animal will be approved per student.
- Residence hall units are typically limited to one approved animal. Requests for multiple approved animals (while maintaining one animal per student within the same housing unit) will be evaluated individually based on size, health, and safety of the animals, and reasonable accommodation considerations.
- It is recommended that ESAs and Service Animals be at least one year of age.
- ESAs should be spayed or neutered before being brought to campus. If an animal is not spayed/neutered, Accessibility Services must be notified.
- An animal's size, weight, and temperament will be considered during the approval process to ensure the safety and suitability of the residential environment.
- Exotic animals, animals prohibited by federal, state, or local law, animals that may pose a significant health or safety risk, or animals that cannot be reasonably accommodated in a communal residential environment will not be approved.

Access and Location Restrictions

- ESAs are permitted only in a student's residence and outdoor areas. ESAs are not permitted in other campus facilities, including dining areas, the library, academic buildings, athletic facilities, or laboratories.
 - Service Animals may be restricted from research labs, areas requiring protective clothing, equine facilities, or sterile environments without prior instructor approval.
 - Animals must remain on a leash unless inside a private residence or office.
 - Anthrozoology and club animals must wear a leash, collar, cape, harness, backpack, or other visible identification indicating their campus affiliation.
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Owner Responsibilities

- The owner or handler assumes all responsibilities for the care, supervision, behavior, and well-being of the animal and for any injuries, damages, or losses caused by the animal. Carroll College is not responsible for the care, loss, injury, illness, or death of any animal approved to be on campus.
- Owners or handlers must maintain control of the animal at all times. Animals may not display disruptive or aggressive behavior, including barking, growling, or similar conduct. An animal's presence must not interfere with another individual's safety, peace, or quiet enjoyment of the residential environment.
- Animal owners are responsible for cleaning up after their animals and disposing of waste in a sanitary manner.
- An ESA must be secured in an appropriate crate or cage when the owner is not present. Carroll College reserves the right to inspect the crate or cage at any time. Animals and crates/cages may not be cleaned in communal bathroom facilities or other College facilities.
- The owner is solely responsible for the care and supervision of the ESA. Animals may not be left overnight or for extended periods in College housing without the owner present. If the owner is away overnight, the animal must accompany the owner or be cared for off campus. The owner is also responsible for ensuring the animal is appropriately crated when unattended.
- Owners must provide appropriate food, cleaning, waste disposal, and veterinary care for the animal at all times. Evidence of neglect or abuse may result in immediate removal of the ESA.
- Students are financially responsible for damage caused by an animal beyond normal wear and tear. Charges for professional cleaning, maintenance, or replacement of damaged property may be applied to the student account. Examples include scratches, stains, odors, or other damage caused by the animal.
- Owners must provide contact information for an emergency contact who does not reside at Carroll College and who can assume responsibility for the animal if necessary. The emergency contact must be able to remove the animal from campus within 12 hours of notification.

• Housing and Administrative Procedures

- Students approved for an ESA grant permission for Accessibility Services and/or Residential Life to share information regarding the presence of the animal with individuals who may be impacted, including Residence Life staff and roommates. Information shared will be limited to the ESA and will not include details regarding the student's disability.
- If a conflict arises due to allergies, fears, or other concerns related to animals, one or both students may be reassigned to alternate housing.
- If an approved ESA is no longer residing on campus, the Director of Accessibility Services should be notified as soon as possible.
- If a student wishes to change the approved animal, a new Animal Registration Form must be submitted to the Director of Accessibility Services.
- If an ESA is removed from campus for any reason, the student remains responsible for all housing obligations under the housing contract.

• College Authority and Enforcement

- The College reserves the right to deny approval for any ESA that poses a health or safety risk or would significantly disrupt the residential community.
- The College reserves the right to enforce all applicable policies, student conduct procedures, and local, state, and federal laws regarding ESAs. Approval may be revoked if an owner fails to comply with this policy or applicable laws and ordinances.

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: _____

Phone: _____

Carroll College Residence Hall and Room Number: _____

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

- ☐ Service Animal
- ☐ Emotional Support Animal (ESA)
- ☐ Canine Companion / Collar Scholars 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.

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

Breed of Animal (for dogs and cats only): _____

Animal's Name: _____

Animal Age: _____

Is Animal Spayed / Neutered: YES NO

Veterinary Clinic or Veterinarian Name: _____

- ☐ As a student approved to have an animal on campus, I agree to have the following documents submitted annually to Accessibility Services within 10 days of bringing my animal to Carroll College:
 - Health Certificate/Vaccination Record – signed by a licensed veterinarian
 - Official Documentation of spay/neuter completion
 - City License Certificate (only required for dogs)
 - Color Photo of the Animal
 - Signed Carroll College 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: _____