

# Christopher Newport University

## Policy: Service Animals Policy

### Policy Number: 9060

Executive Oversight:	Vice President of Student Affairs; Vice President for Finance & Planning/CFO
Contact office:	Office of the Dean of Students; Office of Human Resources
Frequency of Review:	Biennially
Date of Last Review:	Spring 2022

#### A. PURPOSE

This policy sets forth requirements for individuals with service animals or service animals in training on campus.

#### B. POLICY STATEMENT

Christopher Newport University, in compliance with applicable law, allows service animals in all facilities. The animal must be accompanied by an individual with a disability for whom the service animal is trained to provide a specific service. This also applies to dogs in training that are at least six months of age.

#### C. DEFINITIONS

**Handler:** The person with a disability for whom the service animal is trained to assist. In the case of an animal in training, it is the person to whom the animal is assigned for training.

**Service Animal:** A service animal is any dog individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, a physical, sensory, psychiatric, intellectual or other mental disability. In some circumstances, set forth by ADA regulations, a miniature horse may qualify as a service animal. Emotional support animals are not service animals and therefore do not have the same access to all campus facilities as service animals.

**University Property:** University property includes all areas owned or controlled by the university.

## **D. PROCEDURES**

Service animals are typically permitted to be anywhere on campus where the animal's handler is permitted; however, there may be areas where service animals are prohibited if the animal poses a direct threat or fundamental alteration of the services offered. Such areas may include but are not limited to research laboratories, food service preparation areas, areas where protective clothing is necessary, or areas that may be harmful to the service animal.

### **1. Expectations and Responsibilities**

- a. Service animals are the sole responsibility of the handler and must be under the handler's control at all times. Service animals must not be allowed to disrupt or interfere with university activities, including but not limited to, teaching, research, service, or administrative tasks.
- b. If the service animal is disruptive or unruly, or if the handler fails to maintain control of the animal, the handler must regain control immediately or remove the animal from university property. If the improper behavior continues or occurs more than once, the handler may be prohibited from bringing the animal onto university property.
- c. Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices.
- d. The handler is responsible for cleaning up any waste created by the animal in an appropriate manner. If the handler fails to clean up after the animal, the handler may be prohibited from bringing the animal onto university property.
- e. The handler is responsible for any damages created by the animal. This includes fees/costs for clean-up and disposal of animal waste or replacement and repair of university or other individuals' assets, including grounds, personal property and improvements. If significant damage from the service animal occurs, the handler may be prohibited from bringing the animal onto university property.
- f. Handlers are responsible for any injuries caused by their animals and must take appropriate preventive precautions. The costs of care for the animal, along with maintaining the well-being of the animal, are the sole responsibility of the handler.
- g. All handlers are responsible for compliance with state and local laws concerning animals including registration, vaccinations, and tags. Each academic year the handler

must provide updated vaccination records and a letter from the service animal's veterinarian stating the animal is currently healthy and free of any communicable diseases or viruses.

## **2. Student Responsibilities**

Students must register their service animal with the Office of the Dean of Students prior to bringing the animal to campus. Registration is required so that emergency response can be appropriately managed, the health and safety of members of the community and the animal can be addressed in advance, appropriate accommodations can be made by faculty and administrative units, and the expectation of and support for the student can be discussed in advance.

Students who wish to have a service animal *live in campus housing* must provide additional documentation to the Office of the Dean of Students.

## **3. Employee Responsibilities**

Employees must register their service animal with the Office of Human Resources prior to bringing the animal to campus. Registration is required so that emergency response can be appropriately managed, the health and safety of members of the community and the animal can be addressed in advance, appropriate accommodations can be made by faculty and administrative units, and the expectation of and support for the employees can be discussed in advance. Employees must adhere to the *Expectations and Responsibilities* outlined in this policy.

## **4. Campus Visitors and Guests**

Campus visitors and guests are permitted to have service animals on campus. University employees must allow service animals to access the same areas on campus that their owners are permitted to access. All campus visitors and guests must adhere to the *Expectations and Responsibilities* outlined in this policy.

## **E. APPEALS AND COMPLAINTS**

Any individual who feels that he or she has been unfairly denied the ability to bring a service animal onto university property, or who feels that he or she has been unfairly denied the ability to have a service animal in a university residence, may file a complaint under the University's *Policy 1005: Discrimination, Harassment and Sexual Misconduct Policy*.

## **F. RESOURCES**

Office of the Dean of Students 757-594-7160  
Office of Human Resources 757-594-7145  
Title IX and Equal Opportunity 757-594-8819

**G. APPROVAL AND REVISIONS**

**Approved By:** Policy Committee, August 29, 2018

**Revision 1:** Policy Committee, Spring 2022

**H. DATE OF NEXT REVIEW:** Spring 2024