



UNIVERSITY ANIMAL POLICY

This form shall be used for the adoption, revision or withdrawal of all “University-wide” polices at the University of Louisiana at Lafayette. Any policy developed or revised in any format (print or online) that is inconsistent with this format is not an official UL Lafayette policy.

- ✦ To begin the policy development and adoption process, the Responsible Officer is to replace the *italicized* text below with proposed policy information. This form along with a Policy Action Form (Appendix “B”) must then be submitted to the appropriate authority.
- ✦ For additional guidance on drafting University Policy, see the Policy Development Checklist and the Guidelines for Drafting University Policy.

Check the appropriate classification

<input checked="" type="checkbox"/> Policy Adoption	<input type="checkbox"/> Policy Revision	<input type="checkbox"/> Policy Withdrawal	<input type="checkbox"/> Interim Policy
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Check the appropriate Functional Field

<input type="checkbox"/> Academics	<input type="checkbox"/> Enrollment	<input type="checkbox"/> Research
<input type="checkbox"/> Administration & Finance	<input type="checkbox"/> General University	<input checked="" type="checkbox"/> Safety & Risk
<input type="checkbox"/> Advancement	<input type="checkbox"/> Human Resources	<input type="checkbox"/> Student Affairs
<input type="checkbox"/> Athletics	<input type="checkbox"/> Information Technology	



University Animal Policy

Policy #

Responsible Executive: VP Administration and Finance

Responsible Office: Risk Management

Originally Issued:

Latest Revision: DRAFT

I. Policy Statement

The University of Louisiana at Lafayette (“University”) generally prohibits individuals from bringing animals of any type, including Pets, on any University Property. However, in compliance with the Americans with Disabilities Act (“ADA”), ADA Amendments Act of 2008 (“ADAAA”), Sections 503 and 504 of the Rehabilitation Act of 1973, as amended, the Fair Housing Act of 1968, and other relevant laws and regulations (collectively, the “Applicable Laws”), the University allows individuals with disabilities to bring Service Animals or Emotional Support Animals on University Property pursuant to the requirements of this Policy. As such, this Policy establishes and enforces responsibilities, rules, exclusions, accommodation processes, and procedures necessary in order for individuals to bring Service Animals and Emotional Support Animals on University Property.

II. Purpose of Policy

The purpose of this Policy is to provide the University community with guidelines for use of Service Animals and Emotional Support Animals on campus. All individuals on University Property are generally prohibited from bringing animals on any University Property, with the exception of: (1) Service Animals and (2) Emotional Support Animals, as provided in detail herein.

A. Service Animals

The University welcomes the presence of trained Service Animals assisting individuals with disabilities on its campus consistent with the provisions of this Policy and Applicable Laws. A Service Animal is permitted to be in all areas of the University’s facilities and programs where the Service Animal’s Handler is permitted. Service Animals are prohibited, however, from certain, specific locations and activities on University Property in order to preserve the safety and health of the Service Animal and the University community. These prohibited areas include, but are not limited to, the following:

- Mechanical rooms/custodial closets/boiler rooms;
- Food service preparation areas;
- Research laboratories; and
- Areas where there is a danger to the Service Animal or as prohibited by law.

The University’s Office of Risk Management may grant exceptions to the areas which prohibit Service Animals on a case-by-case basis.

A Service Animal shall have a harness, leash, or other tether unless (1) the Handler is unable to use a harness, leash or tether, or (2) using a harness, leash, or tether will interfere with the Service Animal's ability to safely and effectively perform its duties.

The work or tasks performed by a Service Animal must be directly related to the Handler's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

Members of the University community and visitors are not permitted to interfere in any way with a Service Animal, or the duties it performs. The University community must allow Service Animals to accompany their Handlers at all times and everywhere on campus where the general public (if accompanying a visitor) or other students or employees (if accompanying a student or employee) are allowed, except for places where there is a health, environmental, or safety hazard as detailed above.

B. Emotional Support Animals

Emotional Support Animals are not considered Service Animals. An Emotional Support Animal owned by a Handler who resides on University Property is allowed to live with the Handler in his or her residence. Emotional Support Animals are only allowed in those outdoor areas on University Property designated for such use by the Office of University Housing. Emotional Support Animals are not allowed in any buildings, facilities, or in other programs on University Property.

An Emotional Support Animal shall have a harness, leash, tether, or be transported in an appropriate enclosure whenever it is outside of the residence hall room where it will be housed. In shared living spaces, the Emotional Support Animal should be in an appropriate container if the Handler is not present.

C. Handlers

Service Animals and Emotional Support Animals must be personally supervised by the Handler, and the Handler must retain full control of the Animal at all times while on University Property.

All Handlers are responsible for (1) compliance with Applicable Laws concerning the Service Animal or Emotional Support Animal (including, but not limited to, registration, vaccinations, and tags), (2) controlling the Service Animal or Emotional Support Animal, (3) cleaning up any waste created by the Service Animal or Emotional Support Animal, (4) the costs of care necessary for a Service Animal's or Emotional Support Animal's well-being, and (5) for any damage caused by the Service Animal and Emotional Support Animal to persons or property while on University Property (including, but not limited to, replacement and repair of University or other persons' assets, including grounds, personal property, and improvements).

If residing in University residence halls, Handlers of Service Animals and Emotional Support Animals shall be responsible for adhering to the Service Animal/Emotional Support Animal Guidelines and Agreement.

Service Animals and Emotional Support Animals must leave campus with the Handlers anytime the Handlers leave overnight and/or during University breaks.

If the Handler breaches any of his or her duties and responsibilities pursuant to this Policy and/or the Service Animal/Emotional Support Animal Guidelines and Agreement for UL Lafayette Residence Halls, the Handler may be prohibited from bringing the Service Animal or Emotional Support Animal onto University Property and may be referred to Human Resources and/or Student Rights and Responsibilities, as deemed appropriate.

D. Requirements

Service Animals and Emotional Support Animals may be left alone in the Handler's University residence. However, the Service Animal or Emotional Support Animal may only be left unattended for reasonable periods of time, as determined by the Director of Housing. A Service Animal or Emotional Support Animal left alone in Handler's University residence for longer than a reasonable period of time may be impounded by Lafayette Animal Control and the Handler will receive a warning. If the behavior occurs a second time, the Handler will be required to remove the Service Animal or Emotional Support Animal from campus and will be prohibited from bringing the Service Animal or Emotional Support Animal back onto University Property.

No Service Animal or Emotional Support Animal may be tied or tethered to any University Property, including but not limited to, buildings, railings, bike racks, fire hydrants, fences, sign posts, benches, and trees. Furthermore, no Service Animal or Emotional Support Animal will be permitted to run unleashed anywhere on University Property.

No Service Animal or Emotional Support Animal shall disrupt or interfere with University activities including, but not limited to, teaching, research, service, or administrative activities. If the Service Animal or Emotional Support Animal is unruly or disruptive, or if the Handler fails to maintain control of the Service Animal or Emotional Support Animal, the Handler must regain control immediately or remove the Service Animal or Emotional Support Animal from the University Property. If the improper behavior continues or happens more than once, the Handler may be prohibited from bringing the Service Animal or Emotional Support Animal onto University Property to be determined on a case-by-case basis by the University's Office of Risk Management, or the University department/program chair responsible for the area, as most appropriate.

In the event a Service Animal or Emotional Support Animal is banned from the University, the University will engage in interactive dialogue with the Handler to determine other alternatives that will effectively accommodate the Handler without resulting in an undue hardship.

Any animal, including Service Animals or Emotional Support Animals, found unattended in or on any University Property (other than in a Handler's residence, left for a reasonable period of time) may be impounded by Lafayette Animal Control. Owners of impounded animals will be held responsible for payment of any impound and/or license fees or any other fees required to secure the release of their animals.

III. Applicability

This Policy applies to and is enforceable against all students, faculty, staff, administrators, student employees, individuals affiliated with the University by contract or otherwise (including, but not limited to, non-employees, such as vendors and independent contractors, volunteers, student organization advisors), affiliates, alumni, donors, and visitors. This Policy applies to all areas of the University campus and all real property and vehicles owned or controlled by the University. This Policy further applies to all animals owned or controlled by individuals who request to bring said Service Animals or Emotional Support Animals upon University Property.

IV. Definitions

1. **Service Animal:** is any dog, or in certain circumstances, miniature horse, specifically trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. A service animal is a working animal, not a pet. Other species of animals, whether wild or domestic, trained or untrained, are not Service Animals for the purposes of this definition.
2. **Emotional Support Animal:** is any animal that is specifically designated by a qualified medical provider (i.e., either licensed in the state of Louisiana or the state where student resides) that provides emotional support, well-being, or companionship which alleviates or mitigates symptoms of a disability; the animal is not individually trained.
3. **Handler:** is a person with a disability who is the owner and user of a Service Animal or Emotional Support Animal bringing the Service Animal or Emotional Support Animal onto University Property.
4. **Pet:** is any animal that is kept for ordinary use and companionship and is not trained or employed as a Service Animal or designated as an Emotional Support Animal by the Office of Disability Services.
5. **University Property:** is University land including, but not limited to, all physical spaces, facilities, buildings, and acreage that the University owns, leases, controls, or uses in the execution of its mission. For purposes of this Policy, University Property does not include residential houses which are owned by the University, managed by the Office of Facility Management (i.e., non-Office of University Housing properties), and rented to full-time faculty and staff.

V. Policy Procedure

A. Employees Requesting Service Animals or Emotional Support Animals

1. Service Animals

- a. Employees with a disability as defined by the ADA may make an accommodation request for a Service Animal in the workplace. ADA requests are made directly with the ADA Coordinator in the Office of Human Resources.
- b. Employees requesting a Service Animal in the workplace must submit a health care provider's medical certification of the related disability. When it is not obvious, individuals with a disability requesting to use a Service Animal at work will be required to provide documentation stating the work or task that the Service Animal has been trained to perform and a detailed description of how the Service Animal will help the individual in performing tasks and how the Service Animal is trained to behave in the workplace.
- c. In some cases, the University may grant the employee a trial period not to exceed six (6) months to determine if the Service Animal is capable of functioning effectively and appropriately in the workplace.
- d. A Service Animal may be excluded from the workplace if it poses either an undue hardship or a direct threat in the workplace.

2. Emotional Support Animals

Emotional Support Animals are prohibited in the workplace.

B. Students Requesting Service Animals or Emotional Support Animals

1. Service Animals

a. Non-University Resident Students

- i. Students who do not reside on University Property who wish to bring Service Animals onto University Property need not request the University's permission to allow the presence of a Service Animal on University Property.
- ii. The student must have a disability as defined by the ADA.
- iii. The accompanying Service Animal must be trained to do specific tasks for the qualified individual.

b. University Resident Students

- i. Students who reside on University Property and who wish to bring a Service Animal onto University Property to accommodate a disability must inform the Office of Housing prior to bringing the Service Animal into the Handler's assigned University residence.
- ii. The student must have a disability as defined by the ADA.
- iii. The accompanying Service Animal must be trained to do specific tasks for the qualified individual.
- iv. The University may ask the student (1) whether the Service Animal is needed because of a disability, and (2) what work or task the Service Animal has been trained to perform.
- c. The student must submit the following forms to the Offices of University Housing no later than July 1 for the Fall Semester and January 1 for the Spring Semester:
 - i. Emotional Support Animal and Service Animal Registration Form;
 - ii. Veterinarian Verification Form;
 - iii. Emotional Support Animal/ Service Animal ("Assistance Animal") Roommate Agreement Form; and
 - iv. Service Animal/Emotional Support Animal Guidelines & Agreement Form.
- v. If the student needs any other accommodations while attending the University, documentation of the disability and a request for accommodations must be directed to the Office of Disability Services.

2. Emotional Support Animals

- a. Students who reside on University Property and who wish to bring Emotional Support Animals onto University Property as an accommodation for a disability must request the

University's permission via the Housing portal or by emailing esarequests@louisiana.edu in order to to keep the Emotional Support Animal in University housing.

- b. The student must be registered with the Office of Disability Services.
- c. The student must have a disability as defined by the ADA.
- d. The student must submit the following forms to the Offices of University Housing no later than July 1 for the Fall Semester and January 1 for the Spring Semester:
 - i. Emotional Support Animal and Service Animal Registration Form;
 - ii. Verification of Disability and Emotional Support Animal Request Form;
 - iii. Veterinarian Verification Form;
 - iv. Emotional Support Animal/ Service Animal ("Assistance Animal") Roommate Agreement Form; and
 - v. Service Animal/Emotional Support Animal Guidelines & Agreement Form.
- e. The University will make an individualized assessment of each proposed Emotional Support Animal. Permission will be granted only as an accommodation for a documented disability and must be arranged in advance through the Office of Disability Services, prior to bringing the Emotional Support Animal onto University Property.
- f. The Office of Disability Services will assist the Offices of Housing & Residence Life in determining whether the request represents a reasonable accommodation for a documented disability and should be granted.
- g. Students are prohibited from taking the Emotional Support Animal into any other buildings on campus, including classrooms, libraries, administrative buildings, dining facilities, or any controlled spaces.

C. Visitors

1. Service Animals

- a. Visitors, including alumni, event attendees, seminar participants, potential students and families on campus tours, vendors, and other business visitors to the University, and any and all other University guests, are not required to receive permission from the University prior to bringing a Service Animal onto University Property.
- b. The department or office the visitor wishes to visit, or the office sponsoring the event the visitor wishes to attend, should be contacted in advance if the visitor has any questions about the rules concerning the presence of a Service Animal at a specific event or in a specific location on campus. Visitors may also address questions to the Office of Risk Management.
- c. A visitor to the University who is accompanied by a Service Animal may be denied entrance to a specific event or location if the presence of the Service Animal would interfere with the safe and normal operation of the University, would pose a risk to the Service Animal, or is otherwise not allowed.

2. Emotional Support Animals

Visitors are not authorized to bring Emotional Support Animals or Pets onto University Property.

3. Animals at NCAA Sanctioned Athletic Tailgating Events

For rules regarding animals at NCAA sanctioned athletic tailgating events, please consult the University's Tailgating Rules and Regulations.

D. Process for Handling Disruptions Involving Animals

The University prohibits interference or disruptions with a Service Animal or the duties it performs, or with an Emotional Support Animal.

1. Employees

- a. Upon a disruption involving a Service Animal, an employee may be required to remove the Service Animal from University Property. On a case-by-case basis, the employee may also be referred to Human Resources for disciplinary action.

2. Students

- a. Upon a disruption involving a Service Animal or Emotional Support Animal, a student may be required to remove the Service Animal or Emotional Support Animal from University Property. On a case-by-case basis, the student may also be referred to Student Rights and Responsibilities for disciplinary action.

3. University Community

Any member of the University community who interferes with a Service Animal or the duties it performs, or with an Emotional Support Animal, may face disciplinary actions as determined by the Office of Human Resources and/or Student Rights and Responsibilities.

E. Service Animal or Emotional Support Animal Banned – Potential Alternative Accommodations

1. Employees

If a Service Animal is excluded from the workplace, the ADA Coordinator will engage in interactive dialog with the employee to evaluate, facilitate, and suggest other effective alternatives.

2. Students

If a Service Animal or Emotional Support Animal is banned from University Property, the individual with a disability will have the right to engage in a deliberative process with the Office of Disability Services to determine alternative reasonable accommodations.

F. Grievances

Any faculty, staff, administrator, employee, or student employee who feels that he or she has been subjected to discrimination or harassment because of his or her disability, may file a grievance under the University's Prohibiting Workplace Harassment and Discrimination Policy.

Any student 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 an Emotional Support Animal in a University residence, may file a grievance with the Office for Disability Services.

VI. Enforcement

The Office of Risk Management is responsible for enforcement of this Policy. Nothing in this Policy shall prohibit University Police and/or the Lafayette Animal Control Center from concurrently enforcing any applicable laws and regulations.

Sanctions imposed pursuant to violations of this Policy will be commensurate with the severity and/or frequency of the offense and may include disciplinary action up to and including termination of employment, dismissal of a student, or banning a Service Animal or Emotional Support Animal from University Property.

VII. Policy Management

Upon adoption, the Vice President for Administration and Finance shall be the Responsible Executive for this Policy in charge of the management of this Policy. The Director of Risk Management is the Responsible Officer for this Policy. The Office of Risk Management is the Responsible Office for this Policy.

VIII. Exclusions

- A.** This Policy does not apply to animals used in approved University research.
- B.** This Policy does not apply to animals used in classes on campus, based on requests by faculty for such use. Non-research animals used in classes require prior permission from the academic unit head, the dean, and the Risk Manager.
- C.** This Policy does not apply to animals used in search and rescue, explosives, narcotics, or any other police operations on University Property.
- D.** This Policy does not apply to animals trained for and used in a clinical therapeutic setting on University Property, such as the Counseling and Testing Center, University sponsored events, or for programing purposes during exam and other times approved by the supervising director of the area in question.
- E.** This Policy does not apply to appearances by the official mascot of the University or official mascots of other universities participating in University athletic events.

IX. Effective Date

This Policy shall be effective as of the date of adoption of this Policy.

X. Adoption

This policy is hereby adopted on this ____ day of _____, 20____.

Dr. E. Joseph Savoie
President

XI. Appendices, References and Related Materials

- ✦ University of Louisiana at Lafayette Prohibiting Workplace Harassment and Discrimination Policy
- ✦ Americans with Disabilities Act and ADA Amendments Act of 2008
- ✦ Sections 503 and 504 of the Rehabilitation Act of 1973, as amended
- ✦ Fair Housing Act of 1968
- ✦ Lafayette City-Parish Consolidated Government Ordinance Sec. 10-141
- ✦ University Tailgating Rules and Regulations
(<http://ragincajuns.com/sports/2012/8/7/Football%20Tailgating.aspx?path=football>)
- ✦ Emotional Support Animal Housing Procedures
- ✦ Emotional Support Animal/ Service Animal (“Assistance Animal”) Roommate Agreement Form
- ✦ Verification of Disability and Emotional Support Animal Request Form
- ✦ Veterinarian Verification Form
- ✦ Emotional Support Animal or Service Animal Registration Form
- ✦ Service Animal/Emotional Support Animal Guidelines and Agreement for UL Lafayette Residence Halls

XII. Revision History

Original adoption date: _____.