

Moravian College Service, Support and Assistance Animal Policy for Residential Students

1/17/2016

Moravian College is committed to complying with federal, state and local laws regarding individuals with disabilities. In that regard, Moravian College will support those students with disabilities who require the assistance of a service, support or assistance animal. The purpose of this policy is to establish guidelines for such animals at Moravian's residential facilities.

Definitions

Assistance animal: Defined by the Fair Housing Act (FHA) as an animal prescribed by a healthcare provider for a person with a disability because the animal alleviates one or more identified symptoms or effects of the person's disability.

Service animal: Defined by the Americans with Disabilities Act (ADA) as a dog or miniature horse that is individually trained to do work or perform tasks for individuals with disabilities.

Support animal: Assistance animals that do not meet the ADA definition for *service animal*. These animals' sole function is to provide support to improve the emotional well-being of the owner.

Pet: This is an animal kept for ordinary use, pleasure, and companionship. A pet is not considered a service, assistance or support animal, and, therefore, pets are not covered by this policy. Students are not permitted to keep pets, other than fish, in the residence halls.

Owner: Is a student or other covered person who has received approval to bring the assistance, service or support animal into housing. Support animals may not be brought into housing without expressed prior written approval of the Academic Support Center (ASC) and the Office of Housing & Event Management (HEM).

Documentation & Approval

Any student who requires the assistance of an assistance/support /service animal and who plans to reside on campus must contact the ASC and HEM as soon as practical to complete a "Special Accommodation Request Form".

Procedures to have a Service Animal in College Housing

Requests for *service animals* in housing do not require documentation of disability. Rather, students should answer only the relevant questions on the "Special Accommodation Request Form." When it is not obvious what service an animal provides, Moravian Community members will ask two (2) questions:

- Is the animal required because of a disability?
- What work or task has the animal been trained to perform?

The student should provide this information to the ASC at least two (2) weeks before the housing selection or housing registration deadline. If the need for the service animal arises after the student is already placed in housing for the year, the student should provide the information to the ASC at least thirty (30) days prior to the date the student would like to bring the animal to the residence hall. Students making requests after housing has already been selected should note that even if the animal is approved, Moravian will make all reasonable efforts to accommodate the request on a prompt basis.

Procedures to have an Assistance or Support Animal in College Housing

Documentation of the need for an assistance or support animal should be sent to the ASC to the attention of the Assistant Director.

If training has been provided, a copy of the assistance/support animal certification form or ID card from the agency or organization that provided the training should also be provided by the training agency or organization. If the animal is trained by the owner or another private individual, a brief statement to that effect is all that is required. In addition, the student must provide from a licensed medical professional documentation substantiating the need for an assistance or support animal that includes the following items as appropriate:

- The nature of the medical condition;
- The major life activity that is affected by the condition;
- A statement indicating that the support animal has been prescribed for treatment purposes and is necessary to help alleviate symptoms associated with the person's condition and/or to help the person use and enjoy college housing;
- The provider's description of the service(s) that the animal will provide;
- Any additional rationale or statement the College may reasonably need to understand the basis for the professional opinion;
- An estimate for the duration of the need for accommodation;
- Other accommodations and/or interventions that would facilitate access to the college experience **and a rationale for each request**

The letter must also include:

- The credentials of the evaluator, including area of expertise (if applicable)
- Be printed on official office letterhead
- Signed, dated, and otherwise legible

Documentation must be submitted to the Assistant Director of Academic & Disability Support prior to any accommodations being approved. Documentation can be submitted via USPS, Fax, E-mail, or dropped off at the Academic Support Center.

Mailing Address**Fax****E-Mail**

Assistant Director of
Academic & Disability
Support
1200 Main Street
Bethlehem, PA 18018

610-625-7877

disabilitysupport@moravian.edu

The student should provide this documentation to the ASC at least two (2) weeks before the housing selection or housing registration deadline. If the need for the assistance/support animal arises after the student is already placed in housing for the year, the student should provide the document to the ASC at least thirty (30) days prior to the date the student would like to bring the animal to the residence hall. Students making requests after housing has already been selected should note that even if the animal is approved, Moravian will make all reasonable efforts to accommodate the request on a prompt basis.

Animal Records

All animals covered by this Policy must be in compliance with local and state ordinances and laws regarding animals, including requirements for vaccination and licensing. Pennsylvania state law requires all dogs three (3) months and older to be licensed by January 1st of each year. For students who are not Pennsylvania residents, a pet license from their home state or county may be accepted in lieu of the Pennsylvania license as long as similar requirements are met.

Animals covered by this Policy also must have current vaccination against rabies and wear a rabies vaccination tag.

Resident students should submit health and vaccination records to the ASC at least thirty (30) days prior to the date the student has requested to bring the animal to the residence hall.

Moravian College does not require the owner to provide a service animal's training documentation or certification.

Commuter students and visitors are prohibited from bringing a therapy or support animal into the residence halls unless the individual received prior permission from the ASC. Prior permission will be granted only in cases and under circumstances where legally required.

Notice to Residential Community

Once the assistance animal is approved to reside on campus, HEM and/or ASC personnel will, when appropriate, notify tenants of the shared space (room, suite, or apartment) and Residence Life Staff. The notification will establish the presence of the animal and instructions related to the animal.

All roommates or suitemates of the owner must sign an agreement acknowledging that the approved animal will be in residence with them. In the event that one or more roommates or

suitemates do not approve, either the owner and animal or the non-approving roommates or suitemates, as determined by HEM, may be moved to a different location.

Conflicts

Allergies and fear of dogs are not valid reasons for excluding a service animal from the campus or residence hall.

A person who expects to come into contact with the assistance animal frequently, and who has medical condition(s) that are affected by animals, is asked to contact the ASC if he or she has health or safety related concerns. The individual will be asked to provide medical documentation that identifies the condition(s), and will allow a determination to be made as to whether the condition is disabling and whether there is a need for an accommodation.

ASC and HEM will resolve any conflict in a timely manner. Staff members will consider the conflicting needs and/or accommodations of all persons involved.

Responsibilities of the Persons with Assistance/Support or Service Animals

The owner is responsible for the care and supervision of the animal. An assistance/support or service animal must be clean and well groomed, and measures should be taken at all times for flea and odor control.

Assistance/Support animals must be contained within the privately assigned residential area (room, suite, apartment) at all times, except when transported outside the private residential area in an animal carrier or controlled by leash or harness.

Service animals must be harnessed, leashed, or tethered, unless devices interfere with the service animal's work or the individual's disability prevents using these devices. If the owner resides on campus, a service animal may be off-leash or off-harness in the owner's bedroom.

Animals covered by this Policy should never be left unattended or under the care of another Moravian College community member.

The animal must be housebroken. It is the owner's responsibility to be aware of the animal's need to relieve itself and respond accordingly. It is the owner's responsibility to remove and properly dispose of any waste.

A service/assistance/support animal may be prohibited from the premises if the animal behaves in an unacceptable way (i.e. uncontrolled barking, jumping on other people, or running away from the handler) and/or poses a direct threat to the health and/or safety of the owner or others.

If an animal covered by this Policy is determined to be in violation of any of the above behaviors, the infraction will be handled on an individual basis through the ASC and Student Affairs. If the animal's behavior poses a threat to the safety of others, Campus Safety may also be part of the team

responding to the behavior. A potential consequence, when appropriate, may be excluding the animal from the College.

Damage

The owner is solely responsible for any damage to persons or College property caused by the animal. The owner is responsible for any expense incurred for cleaning above and beyond a standard cleaning or for repairs to College premises that are assessed after the student and animal vacate the residence.

Moravian College is not responsible for loss, damage to, or death of the animal.

Requirements for Moravian College Community Members

Members of the Moravian College community are required to abide by the following practices:

- They are to allow the service animal to accompany its owner at all times and in all places on campus, except where animals are specifically prohibited.
- They are not to touch or pet a service animal unless invited to do so.
- They are not to feed a service animal.
- They are not to deliberately startle a service animal.
- They are not to separate or to attempt to separate an owner from their service animal.
- They are not to inquire for details about the owner's disability. The nature of a person's disability is a private matter.

Violation of this Policy may subject the individual to appropriate disciplinary action.

Support Animal Contract

Per the Fair Housing Act, Moravian College provides reasonable accommodations for support animals (i.e., an emotional support animal) in the residence halls.

The person qualifies for a reasonable accommodation if:

- (1) The person has a documented disability with the Academic Support Center
- (2) The animal is necessary to afford the person with a disability an equal opportunity to use and enjoy the residence halls
- (3) There is an identifiable relationship between the disability and the assistance the animal provides.

Individuals using support animals are only allowed within the residence halls. The College will not permit support animals if they would cause substantial physical damage to the property or others; would pose an undue financial and administrative burden; or would fundamentally alter the nature of the provider's operation.

Requirements for support animals and their owners are outlined in the *Moravian College Service and Assistance Animal Policy for Residential Students*.

Disruptive and/or aggressive behavior on the part of the animal may result in the owner being asked to remove the animal from College housing.

I, _____, have read and understand the above agreement and *Moravian College Service and Assistance Animal Policy for Residential Students* and agree to abide by the policies.

Student Signature

Date

Academic Support Center Representative

Date

Housing & Event Management Representative

Date

**Approved Animal Agreement
Roommate & Suitemate Acknowledge**

By my signature below, I understand that I will share the common areas of my assigned residential space with the animal approved by this agreement. Should I have any concerns regarding the care and control of the approved animal, I will discuss my concerns with the approved animal's owner and then with the Academic Support Center, if they approved animal owner and I cannot come to an agreement.

Approved Animal Owner's Name: _____

Building & Room/Suite Number: _____

Owner's Signature

Date

Roommate 1 Signature

Date

Roommate 2 Signature

Date

Roommate 3 Signature

Date

Roommate 4 Signature

Date

Roommate 5 Signature

Date

Roommate 6 Signature

Date

Roommate 7 Signature

Date