



ADMINISTRATIVE PROCEDURE

TITLE: Animals on Campus

ADMINISTRATIVE PROCEDURE # 3440

RELATED TO POLICY # 3440 ANIMALS ON CAMPUS

I. SERVICE ANIMALS

- A. A “service animal” is defined as a dog, or in some limited cases a miniature horse, that is specifically trained to do work or perform tasks for the benefit of a person with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability (for more information see: <https://adata.org/guide/service-animals-and-emotional-support-animals>). The work or tasks performed by a service animal must be directly related to the person’s disability. The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purpose of this definition.
- B. Service animals will be permitted to accompany people with disabilities in all areas of UCC’s facilities where students, members of the public, and other participants in services, programs or activities are allowed to go. UCC does not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal.
- C. Service animals must be kept on a leash unless the service animal cannot complete the task it is utilized for or if the individual with a disability cannot use one. When a leash is not used the handler is responsible for keeping the animal under control through other means.
- D. Additionally, UCC cannot ask about the nature or extent of a person’s disability to determine whether a person’s animal qualifies as a service animal. However, when it is not readily apparent that an animal is a service animal, UCC employees may make two inquiries to determine whether the animal qualifies as a service animal, which are:
 - 1. Is the animal required because of a disability?
 - 2. What work or task has the animal been trained to perform?

II. SERVICE ANIMALS IN TRAINING

Oregon law permits animals that are being trained as Service Animals the same rights as Service Animals and they, and their handler, should be treated as such.

III. EMOTIONAL SUPPORT ANIMALS

- A. “Emotional support”, or “Therapy”, animals are not considered Service Animals under the ADA. They are an animal that provides emotional support that eases one or more identified symptoms or effects of a person’s diagnosis. Unlike service animals, emotional support animals are not trained to perform work or tasks, and they include species other than dogs and miniature horses. Emotional support animals are not allowed to accompany persons in all areas of UCC.
- B. While emotional support animals are generally not allowed indoors on UCC’s campus, individuals who will be living in student housing may wish to have an approved emotional support animal in their residence. Emotional Support Animals are covered under the Fair Housing Act and they must meet the following criteria to be approved to be in housing:
 1. The person must have a disability.
 2. The animal must serve a function directly related to the person’s disability.
 3. The animal must be necessary to allow the person to fully use and enjoy the housing.
 4. The request for the assistance animal must be reasonable (possible reasons a request could be considered not reasonable could include: Cost to house requested animal would incur an undue expense. Serious safety concerns regarding the requested animal, etc.).
- C. To obtain approval for an Emotional Support Animal in housing an individual with a disability should, prior to arriving or moving in with the Emotional Support Animal:
 1. Notify the housing office that they are planning to submit a request for an Emotional Support Animal and what the animal is that they will be requesting to bring with them (e.g. Cat, Dog, Bird, etc.).
 2. Make an appointment with the Accessibility Services Office. Appointments can be in person or via phone, zoom, or other means acceptable by the Accessibility Services Office.
 3. During this meeting, provide documentation from a licensed provider who is familiar with the students’ diagnosis and limitations/impacts of said diagnosis which details the following:

- a. The requestors diagnosis/disability
 - b. What function(s) the Emotional Support Animal provides that helps to alleviate the requestors disability
 - c. Why the animal is necessary for the requestor to fully utilize and enjoy their housing.
4. Discuss what animal is being requested with the Accessibility Services Office so that the reasonableness of the request can be evaluated.
- D. The Accessibility Services Office will review the documentation and make a determination regarding the request. Determination could include:
1. Approve the request and the animal.
 2. Approve the request for an Emotional Support Animal but deny the requested animal as not a reasonable request.
 3. Deny the request – In cases where a request is denied the Accessibility Services Office will explain the reason for the denial. The most common reason for denial is insufficient documentation.
 4. Request additional information/documentation.
 5. Request to be able to contact the provider who provided the documentation to clarify or verify provided information.
- E. The Accessibility Services Office will notify the requestor and the Housing Office of the determination.

IV. RESPONSIBILITIES OF INDIVIDUALS WITH DISABILITIES USING SERVICE OR EMOTIONAL SUPPORT ANIMALS

- A. UCC is not responsible for the care or supervision of service or emotional support animals. People with disabilities are responsible for the cost, care, and supervision of service and emotional support animals, including:
1. Compliance with any laws pertaining to animal licensing, vaccination, and owner identification;
 2. Keeping the animal under control and taking effective action when it is out of control; and
 3. Feeding and walking the animal, and properly disposing of its waste.

V. EXCEPTIONS AND EXCLUSIONS TO SERVICE AND EMOTIONAL SUPPORT ANIMALS

- A. UCC may pose some restrictions on, and may even exclude, a service animal or emotional support animal in certain instances. Restrictions or exclusions will be considered on a case-by-case basis in accordance with applicable laws, but, if deemed appropriate, an animal may be excluded by UCC Security, the Housing Office, the Executive Director of Human Resources, and/or the Accessibility Services Coordinator. Examples of reasons that could cause the removal of an Emotional Support or Service Animal include:
1. It is out of control and effective action is not taken to control it;
 2. It is not housebroken;
 3. It poses a direct threat to the health or safety of others and this threat cannot be reduced or eliminated by reasonable modifications;
 4. The animal is mistreated and/or not cared for; or
 5. Its presence fundamentally alters the nature of a program, service or activity.
- B. Any questions or concerns should be directed to the Accessibility Services Coordinator, the Executive Director of Human Resources, or UCC Security.

VI. NON-SERVICE AND EMOTIONAL SUPPORT ANIMALS ON CAMPUS

- A. Per Board Policy 3440, animals are allowed on exterior grounds of campus with the following conditions:
1. All animals must be leashed, or otherwise properly restrained, at all times.
 2. All animals must be under the control of its owner/handler at all times.
 3. Exceptions to the above are working animals used by law enforcement.
 4. Any person walking an animal must carry, and use as needed, an instrument suitable for removing and properly disposing of feces.
- B. Animals may be allowed inside College buildings with prior authorization being obtained prior to allowing the animal into the building. Examples of reasons and offices/individuals to request approval from could include:
1. Animals used for instructions – approval obtained from the Vice President Academic Affairs or designee.
 2. Animals used for a student Engagement Activity – Approval obtained from the Vice President of Student Services or designee.

3. Animals needed to aid a student in meeting academic or other appropriate needs – Office of Accessibility Services
 4. Animal needed to aid an employee in meeting job or other duties – Executive Director of Human Resources.
- C. Once approval is granted to bring an animal into a building the requestor should notify Campus Security so that they are aware what animal has been approved, the duration, and what location/s the animal is approved for.
- D. All animals are the responsibility of the owner/handler and the owner/handler is responsible for the care, oversight, cleanup, control, and maintenance of said animal as well as being liable for any damages or injury which may be caused by said animal.
- E. Animals brought into a building without approval, or animals which have gone through the approval process but are not maintained, properly controlled, are disruptive, or other concerning/disruptive behavior which create problems, may be requested to be removed and may be barred from returning in the future.

RESPONSIBILITY:

The Vice President Student Services is responsible for implementing and updating this procedure.

NEXT REVIEW DATE: 2029-2030
DATE OF ADOPTION: 11/19/2019 by CC
DATE(S) OF REVISION: 2/1/2023 by CC
DATE(S) OF PRIOR REVIEW: