

Policy Title: Service and Assistance Animals, Animal Mascots, and Pets

Policy Summary: Direction and process information regarding animal and pet interactions on campus.

Policy Category: Safety, Health and Security

Policy Owner: Human Resources

Policy Summary

The purpose of this policy is to provide direction and process information for accommodating persons with disabilities who may be served by a Service Animal or Assistance Animal, as well as provide direction and process information for animal and pet interactions on campus and at campus events. Questions about this policy, any related policy or procedure, and/or requests for accommodations to academic, living, working, transportation, or other arrangements, may be directed to any of the following:

- Human Resources (Employees and Visitors): 515

their accompanying regulations, current or future, v
relates to Service Animal Assistance Animals and T
when an entity such as the University must provide
employee or visitor with a disability order to afford
in the University's programs, activities, and service

Scope

The policy expressed above governs all Drake University students, employees and third parties present and participating in the University's educational and working environment.

Definitions

Service Animal: A Service Animal is defined, for purposes of this policy, as a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability. A formal "certification" of the animal by a trainer is not required. No other animals qualify as Service Animals, except for miniature horses or simians may be used in limited circumstances.

Assistance Animal: An Assistance Animal is an animal that works, provides assistance, or performs tasks for the benefit of a person with a disability, or provides emotional support that alleviates one or more identified symptoms or effects of a person's disability. Assistance animals may perform one or more disability-related functions. While dogs are the most common type of assistance animal.

Requests for the Use of Service/Assistance Animals/Therapy Animals

- For students to request an accommodation, please contact the University's Director, Access and Success, at 515-271-1835 or via email at michelle.laughlin@drake.edu. The student will need to complete a Service/Assistance/Accommodate Form in the Student Disabilities Services Office located in Cowles Library, Room 019. For employees or visitors to request an accommodation, please contact Human Resources at 515-271-3133 or via email at drakehr@drake.edu.
- A requester must establish the following regarding a Service/Assistance animal:
 - A request for a Service Animal must include information to

a service animal in training while on the job unless the employee requires the assistance of a service animal in order to perform the

- The Service/Assistance Animal must not obstruct or disturb any University space or activity including but not limited to: residence halls, classrooms, labs, other campus buildings, recreational areas, roads, walkways, passages, campus activities and any other University programs or spaces.
- Human Resources (employees or visitors) or the Student Disability Services Office (students) will explain any additional expectations for animals on campus and/or living on campus in University housing, including maintaining cleanliness, properly storing food, and disposing of animal waste.

Conflicting/Competing Disability Accommodations

Students and employees with medical conditions that are adversely affected by Service Animals or Assistance Animals should contact the Student Disability Services Office (student inquiries) or Human Resources (employee inquiries) if they have a health or safety related concern about exposure to a Service Animal or Assistance Animal. Students and employees registering concerns may be asked to provide medical documentation that describes their conditions allowing a determination to be made as to whether the condition is disabling and, if so, what reasonable accommodations may be appropriate.

Access

Service Animals will be allowed in all academic areas. Assistance Animals which are not also Service Animals, including most emotional support Assistance Animals, will be only allowed in the privately assigned residential room and outside dwellings, pursuant to FHA/HUD and corresponding regulations.

The Service/Assistance Animal may not be allowed in spaces that may be considered unsafe for the animal itself or persons using the areas. Such areas include but are not limited to: medical facilities, labs, mechanical rooms, swimming pools or other similar locations that the animal's presence may constitute a danger or a fundamental alteration of the program or activity conducted in the area.

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safety guidelines as students attending the University. Upon request, visitors with Service Animals should be prepared to provide Public Safety, Residence Hall Desk Staff, or other University staff with identification for their Service Animal. The University recommends that the service animal wear some type of commonly recognized identification symbol designating it as a service animal (tag, license, vest, etc.).

Last Review Date: November 2022

Effective Date: April 2014

Removal of Service/Assistance Animal from a University-Owned Housing Unit or Campus:

- If a Service/Assistance Animal becomes aggressive or poses a direct threat to the health or safety of others, the owner/handler will be required immediately to remove the Service/Assistance Animal from University property. This behavior includes excessive barking, running around without a leash, or growling/biting others. The owner/handler of a Service/Assistance Animal is expected to report such incidents to Student Disability Services Office (students) or Human Resources (employees or visitors) within 24 hours of the occurrence.
- A Service/Assistance Animal that makes excessive noise in a residence hall can be very disruptive to other residents. A disruptive animal in a classroom can also hinder the learning of other students. If the Service/Assistance Animal exhibits this behavior, the owner/handler will be required to remove the Service/Assistance Animal from campus until the inappropriate behavior can be brought under control.
- An excessively unclean or unkempt Service/Assistance Animal may be removed from the campus until the problem is resolved. Failure to uphold and abide by these policies described here could result in the owner/handler not being permitted to keep their Service/Assistance Animal in University-owned housing units.

Drake has the right to remove an animal if:

- It poses a direct threat to the health or safety of the owner/handler or others.
- The owner/handler does not comply with the owner/handler's responsibilities outlined in the guidelines for having a Service Animal or Assistance Animal on campus.
- The animal causes uncontrollable disturbances.
- The animal has been abandoned or left in a University building (including residential housing) during University closings.

I have read and understand the Guidelines above and Drake University's **Service and Assistance Animals, Animal Mascots, and Pets Policy** and agree to follow all policies, procedures, and guidelines within.

Name of Requesting Student/Employee: _____

Drake ID Number: _____

Signature: _____ Date: _____

For Office Use (Original must be filed with Student and/or Employee Information)

Term/Year Approved: _____

Student Disability Services or HR Approval (Approver's Name): _____

Approver's Signature: _____ Date: _____

Additional Notes: