



# Animals on Campus Policy

Effective Date: July, 2018

Office: *Office of Services for  
Students with Disabilities; Human  
Resources, Office of General  
Counsel, Risk Management*

## PURPOSE:

It is the policy of the University of Indianapolis to provide a safe, non-threatening, and healthy campus environment for persons on its campus – especially its faculty, staff, students, vendors, and guests. The University permits animals on campus in appropriate situations and also recognizes that animals on campus can create challenges. This policy is adopted to provide a balanced approach to allowing animals on campus.

## REFERENCE DOCUMENTS/ RELATED INFORMATION:

[ADA Service Animal Requirements](#)

DARF form

<https://www.uindy.edu/ssd/forms-resources>

Disability Verification Form for  
Emotional Support Animal

<https://www.uindy.edu/ssd/forms-resources>

## SCOPE:

All members of the campus community should be aware of this policy.

## POLICY HISTORY

These prior policies are superseded by this Animals on Campus Policy:

Service Animal Policy 2014

Service Animal Policy 2016

# Animals on Campus Policy

## **POLICY STATEMENT:**

It is the policy of the University of Indianapolis to provide a safe environment for all students, employees, visitors and guests by establishing and enforcing regulations for animals on campus. This policy and related procedures applies to all members of the campus community, as well as individuals using the campus grounds or buildings. Except as required by law, the University, at its sole discretion, retains the right to deny access to any animal.

The following animals are allowed on University property, subject to limitations provided in this policy. Animals allowed on campus must comply with the “General Campus Requirements for Animal Owners” section of this policy:

1. Service Animals in accordance with Section I of this policy
2. Service Animal in Training in accordance with Section II of this policy
3. Emotional Support Animals in accordance with Section III of this policy
4. Animals Approved under the Student Affairs Professional Live-in Staff Pet Policy in accordance with Section IV of this policy.
5. In addition, a one-time exemption may be granted for events involving animals in accordance with Section V of this policy. To be granted such an exemption, an individual must make a specific request to Risk Management at [risk@uindy.edu](mailto:risk@uindy.edu). Events involving animals require general liability insurance coverage.
6. Only non-aggressive fish maintained in aquariums (maximum 10 gallon tanks) are permitted by students in the residence halls. No other animals are permitted in any campus building. Failure to comply can result in fines and/or sanctions.
7. Animals Used for Facility and Law Enforcement Purposes. Upon occasion, the University may hire a third party contractor to provide services utilizing canines. Under no circumstances shall law enforcement canines be prohibited from any campus property, including any campus building, by this Animals on Campus Policy.
8. University of Indianapolis Live Animal Mascot

## **I. Service Animals**

The University is a welcoming environment for all, including individuals with disabilities. Pursuant to the Americans with Disabilities Act (“ADA”), Section 504 of the Rehabilitation Act of 1973, and Indiana law, the University welcomes service animals on campus. Student ADA requests shall be handled through the Office of Services for Students with Disabilities. Faculty and staff inquiries shall be directed to the Office of Human Resources.

The ADA defines a Service Animal as “any dog that is individually 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.” Under Indiana law, a Service Animal is an animal trained as a hearing animal, a guide animal, an assistance animal, a seizure alert animal, a mobility animal, a psychiatric service animal, or an autism service animal.

The service animal must be under the control of the handler at all times and cannot be unattended to disturb others. Complaints about a service animal involving students will be addressed by the Office of Services for Students with Disabilities. Complaints about a service animal involving employees and visitors should be addressed by the Office of Human Resources.

To determine whether an animal is a Service Animal, it must be individually trained to do work or perform tasks for an individual with a disability. Examples of work or tasks include, but are not limited to, the following:

- 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;
- alerting and protecting an individual during a seizure;
- alerting individuals to the presence of allergens;
- retrieving items such as medicine or the telephone;
- providing physical support and assistance with balance and stability to individuals with mobility disabilities; and
- assisting persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for purposes of determining if an animal is a Service Animal under this policy.

### **Verification of Service Animal**

When it is not readily apparent that an animal is a Service Animal, the University may inquire if the animal is a service animal required because of a disability and what work or task the animal has been trained to perform.

### **Care and supervision of Service Animal**

The individual with the disability using a Service Animal is responsible for the care or supervision of a Service Animal. The Service Animal must be under the control of the individual at all times and must have a harness, leash, or other tether. If the use of a harness, leash, or other tether would interfere with the performance of the work or tasks performed by the Service Animal or is impractical because of an individual's disability, a harness, leash, or other tether may not be required. However, in that case, the individual must be able to control the Service Animal by other effective means such as voice controls or signals.

A Service Animal is generally permitted to accompany the individual with a disability to University facilities where members of the public, students, staff, and faculty are allowed to go. However, the University may ask the individual with a disability to remove a Service Animal from any of its facilities if: (1) the Service Animal is out of control and the individual with a disability does not take effective action to control it; or (2) the Service Animal is not housebroken. The University may also ask the individual with a disability to remove a Service Animal from any of its facilities if the use or presence of the Service Animal poses a direct threat to the health or safety of others or if the animal's behavior, such as barking, is unreasonably disruptive to the other participants within the facility.

The University may impose legitimate safety requirements on the use or presence of a Service Animal that are necessary for safe operation of its facilities. There are some facilities that are not safe for use or presence of Service Animals and from which the University may exclude Service Animals on a case-by-case basis based on actual risks.

The individual with a disability must abide by current city, county, and state ordinances/laws/regulations pertaining to licensing, vaccination, and other requirements for animals.

The University will not ask for or require an individual with a disability to pay a surcharge or to comply with other requirements generally not applicable to people without pets.

However, an individual with a disability may be charged any damage caused by his or her Service Animal.

### **Requesting a Service Animal**

Students wishing to utilize a Service Animal on campus should contact the Office of Services for Students with Disabilities at 317-788-6153. Faculty, staff and visitors wishing to utilize a Service Animal on the campus should contact the Office of Human Resources at 317-788-3998 for approval.

## **II. Service Animals in Training**

From time to time, members of the campus community may be engaged as volunteer foster parents of animals who are in training to serve as guide or service animals. Foster families of such animals may wish to bring them to the workplace or to other open spaces for socialization training. A service animal trainer, while engaged in the training process of a service animal, is entitled to access to University property for purposes of training the service animal.

## **III. Emotional Support Animals**

Emotional Support Animals are animals that provide a sense of safety, companionship or comfort to individuals with psychiatric or emotional disabilities or conditions. Although these animals may provide a therapeutic benefit, they are not considered service animals under the ADA or Indiana law. Pursuant to the Fair Housing Act, the University provides

reasonable accommodations for an Emotional Support Animal in University Housing. These animals must be contained within the privately assigned student living accommodation (room, suite or apartment, etc.), except to the extent the individual is taking the animal out for natural relief. The Office of Services for Students with Disabilities will determine, on a case by case basis, whether an animal is a reasonable accommodation in University Housing.

The following steps must be completed to request this accommodation:

- Complete the Disability Accommodations Request Form (DARF) and submit it to the Offices of Services for Students with disabilities.
- The student is responsible for having his/her medical provider complete the Accommodation Verification for Emotional Support Animal Form and have it sent or faxed to the Office of Services for Students with Disabilities.
- Once the Accommodation Verification for Emotional Support Animal Form is received, a decision is made and the student will be notified in writing.

#### **IV. Student Affairs Professional Live-In Staff Pet Policy**

Professional staff employed by Student Affairs who live on campus in student housing facilities may have animals in compliance with the following:

##### **Student Affairs Live-in Requirements**

- Only cats, dogs and caged hedgehogs, hamsters, and gerbils are allowed. Cats and dogs must weigh under 35 pounds (at all times).
- **BEFORE** acquiring a pet, the live in professional staff member must discuss their plans with the Assistant Director of Residence Life and/or Association Dean of Students and receive prior approval. ***DO NOT BRING A PET ON CAMPUS WITHOUT PRIOR APPROVAL.***
- Each live in professional staff member acquiring an approved pet **MUST** pay a pet deposit before the pet arrives on campus. This one-time deposit of \$250 .00 can be paid by debit/credit card via Marketplace online payment site.
- Only one pet allowed per apartment.
- Pets must have all required vaccinations and licenses.
- All pets must remain in the RD member's apartment at all times. Anytime the animal must be removed from the apartment; it must be done so in a pet carrier or on a leash. The pet must be taken out of the building by the shortest and most direct path. Pets are not to be walked around the building or allowed to run around the lobby areas.
- All animal waste must be disposed of properly on a regular basis. Cat litter must be contained in a plastic bag and placed in a dumpster. Dog excrement must be removed from the grounds using a containing mechanism (pooper scooper, etc.) and placed in a dumpster.
- Pet owners must possess products that will appropriately address and resolve pet "accidents."
- All liability for actions of the animal will be the responsibility of the staff member.

- Any concerns by residents, staff or other university personnel about health, safety, disruption, or damage should be directed to the staff member. Staff must be receptive to complaints and respond accordingly. This includes notifying the Associate Dean of students that concerns have been raised.
- In the event of a formal grievance or significant complaint, the Associate Dean of Students will determine whether the continuation of said staff member's pet privileges will be terminated. A formal grievance constitutes a written document identifying problems the person has with the pet. If a pet privilege is removed, the staff member, in concert with the Associate Dean of Students, will discern if and when the privilege will be reinstated.
- Staff must arrange for care of the pet when they are away on weekends, vacations, or extended periods of time (i.e., professional staff and student staff trainings.). Likewise, members of the student staff are not permitted to walk or sit pets while professional staff member is away.
- Once a pet has been approved and acquired, any violations will result in required removal of the pet

### **Cats**

- All cats must be spayed or neutered by 6-7 months of age. Spaying eliminates bleeding due to estrus cycle in female cats; neutering eliminates spraying seen in male cats.
- Apartment doors will remain closed unless the pet is secured and the owner is home.
- All cats must be treated with a veterinarian approved flea prevention medication.

### **Dogs**

- All dogs must have their nails clipped regularly to prevent damage to the apartment and the animal itself.
- All dogs must be spayed or neutered by 6-7 months of age.
- All dogs must have their rabies shots (and proof of such in certificate or on tags) updated consistently.
- All dogs must be treated with a veterinarian approved flea prevention medication.
- Apartment doors will remain closed unless the pet is secured and the owner is home.

### **Caged Animals**

- Caged animals can be out of their cage when the owner is present and the apartment door is closed.
- The pet owner is responsible for keeping the odor of the pet to a minimum. This could require the cleaning of cages on a daily/weekly basis, dependent on the type of animal.
- If the owner needs to leave the room, the animal must be placed in its cage.

### **Damages**

- Before acquiring a pet, the Professional Staff Member must notify the Assistant Director of Residence Life. The Professional Staff member must pay for any additional damages including but not limited to eliminating odors and removal of pet hair.
- The pet owner will take all necessary precautions to protect the property of the department. Food dishes, cages, litter boxes and the like must be placed on a plastic or protective mat.

### **Allergies**

- Upon vacating the apartment, in addition to the typical cleaning the custodial staff provides (shampooing carpets, washing and/or painting walls), the staff member is responsible for cleaning furniture with cleaning products and will pay for additional cleaning.
- If complaints about allergies are determined to be legitimate by the Associate Dean of Students, the pet owner will be expected to remove the pet(s).

### **Consistency**

- As appropriate, professional staff are expected to be able to explain pet policy rationale to students.

### **Verification process**

- Staff members must complete the Pet Registration form and submit it along with all required documents to the Associate Dean of Students. Required documents are: rabies vaccination certificate and shot record, proof of flea control, proof of spaying or neutering, pre-placement inventory and condition sheet, and a liability waiver form.

### **Facilities and grounds guidelines**

- With the exception of regularly scheduled pest treatments and carpet shampoos, the pet owner is financially responsible for all pet-related repairs and cleaning not due to normal wear-and-tear. The pet owner may opt to pay for such damages out of pocket or with renter's insurance.
- An inventory and condition inspection of the apartment will be conducted prior to pet arrival and at the conclusion of the registration.
- To further minimize the chance of damage, the Department recommends but does not require that pet owners take numerous precautions including providing some of their own furniture, placing area rugs, and carrying renter's insurance.
- Outside the building and on university property, the pet may urinate or defecate only in dirt and grass areas. The pet owner is required to properly dispose of solid waste with a pooper scooper and dispose of the excrement in an outside trash receptacle.

### **Section V Exceptions**

Sanctioned Events. On occasion, the University may wish to permit animals on campus for a very limited purpose, such as hiring comfort dogs to come to campus during final exams, inviting animals to participate in the annual homecoming parade or in alumni events, or arranging for a petting zoo for a special on-campus event. No animal shall be permitted for any purpose on campus as set forth in this policy without the express written permission of the Risk Manager and General Counsel who will evaluate risk factors and insurance needs

associated with the presence of animals during the proposed University-sanctioned event. Requests can be sent to [risk@uindy.edu](mailto:risk@uindy.edu).

### **General Campus Requirements for Animal Owners**

- Animals located on the University of Indianapolis campus are to be under the control of their owners at all times. Animals must be leashed (standard six feet in length or otherwise appropriately restrained or caged) unless leashing directly impedes the animal's ability to perform its trained task(s).
- Animals are not permitted on campus furniture.
- All animals must be healthy and pose no reasonable health risk to humans as carriers of active infections, parasites, etc. Animal owners must comply with all State of Indiana and local laws and ordinances governing licensing, vaccinations, and control, and must provide proof of compliance, upon request. It is the owner's responsibility to know and understand these ordinances, laws and regulations.
- Excessive noise, barking, or other disruptive behavior is not permitted, and may result in the animal not being permitted on campus until it is able to meet acceptable standards of behavior.
- Owners are personally responsible for any damage the animal causes to University property and for any injuries or illnesses caused by his/her animal. The University is not liable for any damage, injury, or loss caused by an animal to anyone on University premises.
- It is the owner's sole responsibility to ensure that his/her animal relieves itself outside, or in an appropriate container that is kept clean and odor free, and to clean up after the animal and properly dispose of the animal's waste. At a minimum, all animal waste must be disposed of properly on a regular basis. Used cat litter must be contained in a plastic bag and placed in a dumpster. Dog excrement must be removed from the ground using a containing mechanism (pooper scooper, plastic bag, etc.) and placed in a dumpster.
- Animals shall not be left alone and/or unsupervised in any residence hall for any extended period of time, including but not limited to weekends, holidays, breaks, etc. It is the obligation of the owner to provide for the proper care and treatment of an animal at all times.
- Animals are not allowed in athletic playing venues. No animals may be tied up outside buildings or left unattended on campus. Stray animals or those left unattended will result in removal by the City of Indianapolis Animal Control Service. Any costs incurred in the removal or retrieval of a pet will be the owner's responsibility.

### **Enforcement**

All members of the campus community are expected to comply with this policy. The Campus Police Department is responsible for the enforcement of these regulations. Any questions regarding the implementation of this policy should be directed to Risk Management or the Campus Police Department. Failure to comply with this policy and its regulations will be subject to appropriate disciplinary action.



## **Resolving Concerns**

The University is committed to ensuring the needs of individuals with disabilities are met and to resolving and conflicts or problems as expeditiously as possible. If you are a student and you feel you were inappropriately denied an accommodation under this policy, a grievance can be filed in writing with the Dean of Students. If you are faculty, staff, or a visitor and you feel you were inappropriately denied an accommodation under this policy, a grievance can be filed in writing with the Director of the Office of Human Resources. If you have further questions, please contact the Director of the Office of Services for Students with Disabilities at (317)-788-6153 or Human Resources at (317)788-6132.