



Animals on Campus Policy & Procedures

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PURPOSE

The purpose of this policy is to comply with the Fair Housing Act (FHA), Section 504 of the Rehabilitation Act of 1973, and the U.S. Department of Justice's implementation of the Americans with Disabilities Act (ADA), Subpart E of the U.S. Department of Education's Title 34, Part 104 for Post-Secondary Institutions and 20 C.F.R. 35.136. It is designed to explain the policies and procedures of the Office for Students with Disabilities in an effort to help students understand how to obtain accommodations for their documented disabilities, as well as foster a staff understanding of the disability policies and procedures at Mansfield University. These policies are not contractual in nature and are subject to change with reasonable notice given to students.

SCOPE

Mansfield University's Office of Services for Students with Disabilities is committed to both the letter and spirit of the Americans with Disabilities Act (ADA), which mandates that access to higher education be provided to students with disabilities. Accordingly, Mansfield University will provide various disability-related services to ensure that students with disabilities have the opportunity to participate in the educational, social and cultural life at Mansfield University.

Mansfield University is committed to compliance with state and federal laws regarding individuals with disabilities. With respect to a request of a service or assistance animal, Mansfield University will determine on a case by case basis, and in accordance with applicable laws and regulations (ADA and Section 504 of the Rehabilitation Act), whether such an animal is a reasonable accommodation on campus.

RESPONSIBILITY

Mansfield University is committed to serving our students with documented disabilities. Students with documented physical, cognitive or psychological disabilities are entitled to appropriate services through the Office of Services for Students with Disabilities. Federal law requires that instructors make reasonable adjustments to accommodate the needs of students with documented disabilities as a way to provide those students equal educational access and opportunities. It is the responsibility of the student with a disability to initiate services and furnish documentation by identifying themselves as well as sharing their disability with the Director of Disability Services (SSD Director). The student is responsible for signing a release of information form, and allowing the SSD Director to communicate with necessary persons in order to arrange requested accommodations.

POLICY

The statutory and regulatory directives declare that qualified handicapped persons shall not, based on handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives Federal Financial Assistance. This policy applies to academic program, services and housing for students with disabilities, as well as faculty and staff. Persons with disabilities may request a reasonable accommodation for any assistance animal, including an emotional support animal, under both the FHA and Section 504. In situation with ADA and the FHA/Section 504 apply simultaneously, as is the case for housing associated with the university or other place of education, Mansfield University will meet its obligations under both the reasonable accommodation standard of the FHA/Section 504 and the service animal provisions of the ADA.

The Department of Justice's (DOJ) amendments to the Americans with Disabilities regulations do not affect reasonable accommodation requests under the Fair Housing Act (FHA) and Section 504 of the Rehabilitation Act of 1974. Disabled individuals may request a reasonable accommodation for assistance (comfort/therapy) animals in addition to dogs, including emotional support animals that alleviate one or more identified symptoms or effects of a person's disability under the FHA/Section 504 standard in deciding whether to grant reasonable accommodation requests. The FHA obliges colleges and university to accommodate a broader range of animals than does the ADA.

Under the FHA, an individual with a disability may have the right to have an animal other than a dog, if the animal qualifies as a reasonable accommodation that is necessary to afford the individual equal opportunity to use and enjoy a dwelling, or to participate in the housing service or program. Housing and Urban Development (HUD) has stipulated that under the FHA, a person may keep an assistance animal (comfort/therapy/emotional support animal) in their dwelling unit as a reasonable accommodation if:

1. The person has a disability;
2. The animal is necessary to afford the person with a disability an equal opportunity to use and enjoy a dwelling; and
3. There is an identifiable relationship or nexus between the disability and the assistance on the type of animal that could qualify as an assistance animal under the FHA; as long as the animal's ameliorative effects are reasonably supported.

HUD does not require housing providers to permit assistance (comfort/therapy) animals if they would pose a direct threat to the health and safety of others; would cause substantial physical damage to the property of others; would pose an undue financial and administrative burden; or would fundamentally alter the nature of the provider's operations.

Definition of Disability

A physical or mental impairment that substantially limits one or more major life activities; a record of such impairment, or being regarded as having such an impairment.

Handler

A handler is a person with a disability that a service animal assists or a personal care attendant who handles the animal for a person with a disability.

Service Animal

A service animal is an individually trained dog to (or in some cases miniature horses) 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 and meets the definition of “service animal” under the ADA regulations at 28.CFR 35.104. The work or tasks performed must be directly related to the individual’s disability. In the case of service dogs, breed, size and weight limitations may not be applied.

Miniature Horses

Under particular circumstances set forth in the ADA regulations 28 CFR 35.136 (i), a miniature horse may qualify as a service animal.

1. ***Reasonable modifications.*** Mansfield University shall make reasonable modifications in policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability, if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability.
2. ***Assessment factors.*** In determining whether reasonable modifications in policies, practices, or procedures can be made to allow a miniature horse into a specific facility, Mansfield University shall consider the type, size and weight of the miniature horse and whether the facility can accommodate these features;
 - Whether the handler has sufficient control of the miniature horse;
 - Whether the miniature horse is housebroken; and
 - Whether the miniature horse’s presence in a specific facility compromised legitimate safety requirements that are necessary for safe operation.
3. ***Other requirements.*** The Policy on Service Animals in Part II below shall also apply to miniature horses.

TYPES OF SERVICE DOGS AND TERMS

Guide dog: A dog that is carefully trained to serve as a travel tool by individuals with severe visual impairments or who are blind.

Hearing dog: A dog that has been trained to alert a person with significant hearing loss or who is deaf to a sound (e.g. a knock on the door, a fire alarm, the phone ringing).

Service animal-dog: A dog that has been trained to assist a person who has a mobility, or health impairment. The duties the dog may perform include: carrying, fetching, opening doors, ringing doorbells, activating elevator buttons, steadying a person while walking, assisting a person to get up after a fall, etc.

Sig dog: A dog trained to assist a person with autism. The dog alerts the partner to distracting repetitive movements common among those with autism, allowing the person to stop the movement. A person with autism may have deficits in sensory input and may need the same support services from a dog that one might provide for a person who is blind or deaf.

Seizure response dog: A dog trained to assist a person with a seizure disorder. The method in which the dog serves the person depends on the individual's needs. The dog may stand guard over the person during a seizure or the dog may go for help. Some dogs learn to predict a seizure and warn the person in advance.

Partner/handler: A person with a service animal. A person with a disability using a service animal is called a partner; a person without a disability is called a handler.

Team: A person with a disability, or partner and the service animal. The two work as a team in accomplishing the tasks of everyday living.

Therapy animal: A therapy animal may soothe anxiety in some individuals, but does not assist an individual in the activities of daily living. Therapy animals are not protected by laws for service animals under the ADA.

Trainers/Handlers of Service Animals: Individuals who raise, handle or train service animals are not required to be individuals with disabilities. The Pennsylvania Human Relations Act, Section 43 P.S 955 (a) and (h), protects the rights of handlers or trainers of service animals' access to public and housing accommodations. Individuals who act as a Puppy Raiser for an organization that raises and trains puppies to become guide or support animals for persons with disabilities shall be considered a handler or trainer and given access to Mansfield University facilities. In employment, only individuals who use a service animal for a disability are protected. Mansfield University is not required to accommodate employees who are service animal handlers or trainers who are non-student residents. All University policies regarding service animals apply to Puppy Raisers, handlers and trainers of service animals.

Assistance/Emotional Support Animal: Assistance/emotional support animals do not perform work or tasks that would qualify them as "service animals" under the ADA. An assistance/emotional support animal is not a pet but, an animal that provides assistance, 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 person's disability. The assistance animal is one that is necessary to afford the person with a disability an equal opportunity to use and enjoy the University housing pursuant to the Fair Housing. Neither the FHA nor Section 504 requires an assistance animal to be individually trained or certified.

POLICY ON SERVICE ANIMALS

In compliance with applicable law, Mansfield University generally allows service animals in its building, classrooms, residence halls, meetings, dining areas, recreational facilities, activities and events when the animal is accompanied by an individual with a disability who indicates the service animal is trained or by individuals who are handlers or trainers of service animals. Visitors are freely permitted access to have service animals on campus, while students and employees wishing to be accompanied by service animals on a permanent basis are required to provide notice to the Office of Services for Students with Disabilities prior to the proposed use of the animal on campus.

Mansfield University may prohibit service animals when its handler does not have control of the animal, or if the animal is not vaccinated properly based on the Center for Disease Control Standards for the type of animal; which may otherwise pose a substantial and direct threat to health or safety of others, or when the presence of the animal constitutes a fundamental alteration to the nature of the program or service. Mansfield University will make those determinations on a case by case basis.

1. **Inquiries Regarding Service Animals**

Mansfield University may not make any inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability. Although Mansfield University will not ask about the nature or extent of a person's disability, there are two inquiries that Mansfield University may ask in order to determine whether an animal qualifies as a service animal. The inquiries are:

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

Mansfield University cannot require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal. Specific questions related to the use of service animals by student on Mansfield University's campus should be directed to the Director of Disability Services, 147 South Hall, Mansfield, PA, 16933, (570) 662-4691. Specific questions related to the use of service animals by faculty and staff should be directed to the Office of Human Resources, 1st Floor, Alumni Hall, 31 South Academy Street, Mansfield, PA 16933, (570) 662-4893.

2. **Responsibilities of Handlers**

Students who wish to bring a service animal to campus must notify the Office of Services for Students with Disabilities regarding their intent to bring a service animal to campus which may be in conjunction with other academic accommodations that are required. Additionally, students who plan to live in on-campus housing must inform Residence Life at (570) 662-4934 about their plans to have a service animal with them in student housing. Advance notice of a service animal for housing may allow more flexibility in meeting student's specific requests. Staff and faculty with service animals must contact the Office of Human Resources at (570) 662-4052, located in 1st Floor, Alumni Hall, 31 South Academy Street, Mansfield, PA 16933, regarding their intent to have a service animal on campus.

Handlers are responsible for any damage or injuries caused by the animals and must take appropriate precautions to prevent property damage or injury. The cost of care, arrangements and responsibilities for the well-being of a service animal are the sole responsibility of the handler at all times.

a. Service Animal Control Requirements

- Compliance with local ordinances and state laws regarding licensing, vaccination, and owner identification must be maintained.
- Students must provide documented evidence of the animal's current vaccinations, which must be updated each year the animal is in residence.
- The animal should be on a leash when not providing a needed service to the handler.
- The animal should respond to voice or hand commands at all times and be in full control of the handler.
- To the extent possible, the animal should be un-obstructive to other individuals and the learning, living, and working environments.

- It is recommended that the animal wear some type of commonly recognized identification symbol, identifying the animal as a working animal, but not disclosing a disability.
- The animal must be removed from University premises during break periods or at any time when the student is not physically present for longer than eight (8) consecutive hours.

b. Animal Etiquette

To the extent possible, the handler should ensure that the animal does not:

- Display any behaviors or noises that are disruptive to others, unless they are part of the service being provided to the handler.
- Block an aisle or passageway for fire egress.

c. Waste Cleanup Rule

Cleaning up after the animal is the sole responsibility of the handler. In the event that the handler is not physically able to clean up after the animal, it is then the responsibility of the handler to hire someone capable of cleaning up after the animal. The person cleaning up after the animal should abide by the following guidelines:

- Always carry equipment sufficient to clean up the animal feces/urine whenever the animal is on campus.
- Properly dispose of waste and/or litter in appropriate containers.
- Contact staff if arrangements are needed to assist with cleanup. Any cost incurred for doing so is the sole responsibility of the handler.

3. Removal of Service Animals

Service animals may be ordered removed by University Police for the following reasons:

- **Out of Control Animal:** A handler may be directed to remove an animal that is out of control when the handler does not take effective action to control it. If the improper animal behavior happens repeatedly, the handler may be prohibited from bringing the animal into any University facility until the handler can demonstrate that they have taken significant steps to mitigate the behavior.
- **Non-housebroken Animal:** A handler may be directed to remove an animal that is not housebroken.
- **Direct Threat:** A handler may be directed to remove an animal that Mansfield University determines to be a substantial and direct threat to the health and safety of individuals. This may occur as a result of a very ill animal, a substantial lack of cleanliness of the animal, or the presence of an animal in a sensitive area like a medical facility, certain laboratories or mechanical or industrial areas.
- Where a service animal is properly removed pursuant to this policy, Mansfield University will work with the handler to determine reasonable, alternative opportunities to participate in the service, program, or activity without having the service animal on the premises.

Exclusion for behavior

A person with a disability cannot be asked to remove their service animal for the premises unless:

- the animal is out of control and the handler does not take effective action to control it, or
- the animal is not housebroken.

When there is legitimate reason to ask that a service animal be removed, staff must offer the person with the disability the opportunity to obtain goods and services without the animal's presence.

Consequences for behavior

When a service animal is determined to be out of control, the infraction will be treated on an individual basis through the Office of Services for Students with Disabilities and the Dean of Students Office. If the animal poses a threat to the safety of others, University Police will become part of the collaborative team to determine the outcome of the behavior. Consequences may include, but are not limited to: muzzling a barking dog, refresher training for the animal and its partner, or exclusion from University facilities. Safety concerns about a service animal may be directed to University Police.

4. Conflicting Disabilities

Some people may have allergic reactions to animals that are substantial enough to qualify as disabilities. Mansfield University will consider the needs of all persons in meeting its obligations to reasonably accommodate all disabilities and to resolve the problem as efficiently and expeditiously as possible. Allergies and fear of dogs are not valid reasons for denying access or refusing service to people using service animals. When a person is allergic to dog dander and person who uses a service animal must spend time in the same room or facility, they both should be accommodated by assigning them, if possible, to different locations within the room or different rooms in the facility. Mansfield University reserves the right to make an interim accommodation while determining appropriate measures to address the conflict. Mansfield University maintains the authority and ability to relocate roommates as needed. Contractual obligations will be honored in such cases. Students experiencing a severe allergic reaction to the presence of an animal may request allergy accommodations by contact the Office of Services for Students with Disabilities. Faculty and Staff requesting allergy accommodations should contact the Office of Human Resources.

5. Emergency Response

In the event of an emergency, the Mansfield University Police Department should be trained to recognize service animals and be aware that the animal may be trying to communicate the need for help. The animal may become disoriented from the smell of smoke in a fire or laboratory emergency, from sirens or wind noise, or from shaking and moving ground. The handler or animal may be confused from the stressful situation. The Mansfield University Police Department should be aware that the animal is trying to be proactive and, in its confusion, is not to automatically be considered harmful. The Mansfield University Police Department should make every effort to keep the animal with its handler. However, their first effort should be toward the handler; this may necessitate leaving the animal behind in certain emergency evacuation situations.

Visitors with Service Animals

All visitors to campus with service animals must adhere to the same guidelines as members of the campus community.

Areas Off Limits to Service Animals

There are certain instances when it may be considered unsafe for the animals to be in such places as medical facilities, laboratories, mechanical rooms or any other place where the safety of the animal or its partner may be threatened. Each location's safety will be evaluated by a group of individuals including the Office of Services for Students with Disabilities, the laboratory director or professor, and the University-designated risk management team. When it is determined unsafe for the team to be in one of these areas, reasonable accommodations will be provided to assure the student equal access to the activity.

Research Laboratories

The natural organisms carried by dogs and other animals may negatively affect the outcome of the research. At the same time, the chemicals and/or other organisms used in the research may be harmful to the service animals.

Mechanical Rooms/Custodial Closets

Mechanical rooms, such as boiler rooms, facility equipment rooms, electric closets, elevator control rooms and custodial closets, are off-limits to service animals. The machinery and/or chemicals in these rooms may be harmful to animals.

Areas Where Protective Clothing is Necessary

Any room where protective clothing is worn is off-limits to service animals. Examples: wood shops and metal/machine shops.

Areas Where There is a Danger to the Service Animal

Any room, including a classroom, where there are sharp metal cuttings or other sharp objects on the floor or protruding from a surface; where there is hot material on the floor (e.g. molten metal or glass); where there is a high level of dust; or where there is moving machinery is off-limits to service animals.

Exceptions

A director may open her or his laboratory to all service animals. A laboratory director of a research laboratory or an instructor in a classroom or teaching laboratory with moveable equipment may grant permission to an individual animal/partner team to enter the research laboratory, classroom or teaching laboratory with moving machinery. A team's admission will be granted or denied on a case by case basis. The final decision shall be made based on the nature of research or machinery and the best interest of the animal. For example, the machinery in a classroom may have moving parts at a height such that the tail of a large dog could easily be caught in it. This is a valid reason for keeping large dogs out. However, a very small hearing dog may be shorter than any moving part and, therefore, considered for admission to the classroom. Access to other designated off-limits areas may be granted on a case by case basis.

POLICY ON ASSISTANCE ANIMALS/EMOTIONAL SUPPORT ANIMALS IN THE RESIDENCE HALLS

Students who are assigned to roommates who do not want to share a room with an assistance animal may request a transfer, but the student being accommodated will not be required to move solely to accommodate another student's preference. However, where a student has medical issues that are precipitated by the assistance animal, Residence Life will attempt to reach a mutually beneficial solution that may involve either or both students relocated to another unit.

Students approved for assistance animals will be asked to sign a memo of understanding. Although the University may be required to reasonable accommodate an emotional support animal in the residence hall, the Institution is not required to allow the student to bring that animal to other areas or buildings on campus unless the animal also qualifies as a "service animal" under the ADA and Section 504.

1, Assistance/Emotional Support Animals in the Residence Halls

Residence Life will allow an assistance/emotional support animal if certain conditions are met. The animal must be necessary for the resident with a disability to have equal access to housing and the accommodation must also be reasonable. An accommodation is unreasonable if it presents an undue financial or administrative burden on Mansfield University, poses a substantial and direct threat to personal or public safety or constitutes a fundamental alteration of the nature of the service or program. Venomous or other life-threatening animals will not be permitted. Animals that pose a zoonotic threat (passing a disease directly to humans), such as mice, rats, chickens, ducks, and snakes will not be permitted. Mansfield University will not be responsible for zoonotic diseases or other injuries to students due to assistance/emotional support animals.

Assistance/emotional support animals are permitted to reside in the residence hall room with persons who have documented disabilities and only in the person's housing environment. Assistance/emotional support animals are not permitted to accompany their handler in other University facilities. Before an assistance/emotional support animal may move in University housing with a person with a disability, the person must submit a request to the Office of Services for Student with Disabilities.

Requests must be submitted for review no later than 30 days prior to moving into a residence hall, unless circumstances do not allow. Requests for assistance animal/emotional support animal must include the following:

- The person qualifies as a person with a disability, i.e. has a physical or mental impairment that substantially limits one or more major life activities; and
- The assistance animal/emotional support animal is necessary to afford the person with a disability an equal opportunity to use and enjoy University housing.
- There is an identifiable relationship or nexus between the disability and the assistance or emotional support that the animal provides. While assistance animals/emotional support animals are generally

not allowed at Mansfield University, other than in a residence hall, a person with a documented disability may request approval from the Office of Services for Students with Disabilities to allow the assistance animal/emotional support animal to accompany the person to other parts of campus. Should questions arise regarding animals on campus, faculty or staff should contact the Office of Human Resources; questions regarding student requests should be directed to the Office of Services for Students with Disabilities. Requests will be considered on a case by case basis consistent with applicable statutes and regulations.

2. **Responsibilities of Persons with Disabilities Using Assistance Animals/Emotional Support Animals in the Residence Halls**

Mansfield University is not responsible for the care or supervision of an assistance animal/emotional support animal. Residence Life may maintain oversight of assistance/emotional support animals living in its facilities and is entitled to disclose information about the impending presence of the animal to students who will be sharing a living environment with a student who has this accommodation. Persons with disabilities are responsible for the cost, feeding, care and supervision of their assistance/emotional support animals, including:

a. **Assistance/Emotional Support Control Requirements**

- Compliance with local ordinances and state laws regarding licensing, vaccination, and owner identification must be maintained.
- Students must provide documented evidence of the animal's current vaccinations, which must be updated each year the animal is in residence.
- Keeping the animal under control and taking effective action when it is out of control.
- The animal must be leashed at all times when outside of the room.
- The animal should respond to voice or hand commands at all times and be in full control of the handler.
- To the extent possible, the animal should be unobtrusive to other individuals and the learning, living, and working environments.
- Only one animal will be permitted per student (certain animals may be waived to be included in pairs) and may not be placed on or come in direct contact with University furniture outside the residence hall room unless it is in a cage, on the student's lap or in the student's arms.
- Animals may not be unattended in the residence hall room for more than eight (8) consecutive hours at a time. The animal must be removed from University premises during break periods or at any time when the student is not physically present for longer than eight (8) consecutive hours.

b. **Animal Etiquette**

To the extent possible, the handler should ensure that the animal does not:

- Display any behaviors or noises that are disruptive to others, unless they are part of the assistance/emotional service being provided to the handler.
- Block an aisle or passageway for fire egress.

c. **Waste Cleanup Rule**

Cleaning up after the animal is the sole responsibility of the handler. In the event that the handler is not physically or emotionally able to clean up after the animal, it is then the responsibility of the handler to hire someone capable of cleaning up after the animal. The person cleaning up after the animal should abide by the following guidelines.

- Have supplies sufficient to clean up the animal's feces/urine whenever the animal is in the residence halls.
- Properly dispose of waste and/or litter in appropriate containers.
- Contact the Office of Services for Student with Disabilities if arrangements are needed to assist with cleanup for students with visual or physical impairments limiting their ability to pick up waste. Any cost incurred for doing so is the sole responsibility of the handler.

Mansfield University will not assess any surcharges or fees for assistance animals/emotional support animals; however, a person with a disability may be charged for damage caused by an assistance animal/emotional support animal consistent with the Student Code of Conduct.

3. **Removal of Assistance/Emotional Support Animals**

Animals may be ordered removed by the Mansfield University Police Department for the following reasons:

- **Out of Control Animal:** A handler may be directed to remove an animal that is out of control when the handler does not take effective action to control it.
- If the improper animal behavior happens repeatedly, the handler may be prohibited from bringing the animal into the respective residence hall until the handler can demonstrate that she/he has taken significant steps to mitigate the behavior.
- **Non-housebroken Animal:** A handler may be directed to remove an animal that is not housebroken.
- **Direct Threat:** A handler may be directed to remove an animal that Mansfield University determines to be a substantial and direct threat to the health and safety of individuals. This may occur as a result of a very ill animal, or the substantial lack of cleanliness of the animal.

Where an assistance/emotional support animal is properly removed pursuant to this policy, Mansfield University will work with the handler to determine reasonable alternative opportunities to participate in Housing and Residential programs without having the animal

on premises. Mansfield University reserves the right to make an interim accommodation while determining appropriate measures to address the removal of the animal. In addition, Mansfield University is not required to grant an accommodation if it would pose an undue financial and administrative burden or would fundamentally alter the nature of the University's operations.

4. **Conflicting Disabilities**

Some people may have allergic reactions to animals that are substantial enough to qualify as disabilities. Mansfield University will consider the needs of the individuals in meeting its obligations to reasonable accommodate all disabilities and to resolve the problem as efficiently and expeditiously as possible. Mansfield University reserves the right to make an interim accommodation while determining appropriate measures to address the conflict. Mansfield University maintains the authority and ability to relocate roommates as needed. Contractual obligations will be honored in such cases. Students experiencing a severe allergic reaction to the presence of an animal may request disability accommodations by contacting the Office of Services for Students with Disabilities.

5. **Emergency Response**

In the event of an emergency, the Mansfield University Police Department should be trained to recognize assistance/emotional support animals that are not limited to just service dogs and miniature horses, and be aware that the animal may be trying to communicate the need for help. The animal may become disoriented from the smell of smoke in a fire emergency, from sirens or wind noise, or from shaking and moving grounds. Then handler or animal may be confused from the stressful situation. The Mansfield University Police Department should be aware that the animal is trying to be protective and, in its confusion, is not to automatically be considered harmful. The Mansfield University Police Department should make every effort to keep the animal with its handler. However, their first effort should be toward the handler; this may necessitate leaving the animal behind in certain emergency evacuation situations.

POLICY ON PUPPY RAISERS, HANDLERS AND TRAINERS IN THE RESIDENCE HALLS

In compliance with applicable law, Mansfield University allows service animals in training in its buildings, classrooms, residence halls, meetings, dining areas, recreational facilities, activities when the animal is accompanied by a handler or trainer. Handlers and trainers may be student residents and student resident employees. Mansfield University is not responsible for the care or supervision of a puppy in training. Residence Life maintains oversight of the puppy in training that is living in its facilities and is entitled to disclose information about the impending presence of the animal to students who will be sharing a living environment with a student who is a handler or trainer. Handlers and trainers are responsible for the cost, feeding, care and supervision of their puppy in training. Mansfield students and student employees residing in the residence halls will be permitted to act as a handler or trainer and must comply with the following:

1. **Puppies in Training Requirements**

- Puppies in training must be registered with the Office of Services for Students with Disabilities. Students must provide proof of training from Susquehanna Service Dogs or a similar organization that trains dogs as service animals.
- Compliance with local ordinances and state laws regarding licensing, vaccination, and owner identification must be maintained.
- Students must provide documented evidence of the animal's current vaccinations to the Office of Services for Students with Disabilities, which must be updated each year the animal is in residence.
- An emergency plan of action to care for the animal in preparation for unusual or extended absences is required. The emergency plan of action must be submitted to the Office of Services for Students with Disabilities, and then onto Residence Life prior to bringing the animal to the University.
- Students will be financially responsible for any damage caused by the animal as well as any charges the University incurs due to boarding the animal in the student's (unforeseen) absence or the student's failure to comply with the emergency plan of action.
- Animals may not be unattended in the residence hall room for more than eight (8) consecutive hours at a time. The animal must be removed from University premises during break periods or at any time when the student is not physically present for longer than eight (8) consecutive hours.
- Only one puppy per student will be permitted at a time and may not be placed on or come in direct contact with University furniture unless it is essential to its training.
- Students must keep the animal under control and take effective action when it is out of control.

2. **Public Etiquette toward Service, Puppies in Training or Assistance/Emotional Support Animals**

Faculty, staff, students, visitors and members of the general public should avoid the following:

- Petting the animal, as it may distract the animal from the task at hand.
- Feeding the animal.
- Deliberately startling the animal.
- Separating or attempting to separate a handler from his/her service.

REASONABLE ACCOMMODATIONS

A reasonable accommodation is a modification to a campus policy, procedure, or environment that will allow a person with a disability to participate in the academic programs on campus (classes, housing, University events and activities).

Student Responsibilities

- It is the student's responsibility to meet with the Office Services for Students with Disabilities to discuss equal access and participation in educational programs on campus.

- To ensure the animal is wearing an identification tag (with handler contact name and phone number), and an identifying cape, or bandana, or harness at all times.
- To be in control of the animal at all times.
- To ensure all animal care needs are met and all public health and safety concerns addressed properly.
- To maintain animal health, hygiene and vaccination.
- Students are required to meet all state and municipal license requirements (including vaccination).
- Students must pick up animal waste immediately and use designation areas on campus for the disposal of the waste.
- The student should make prior arrangements for a person to take custody of the service animal in the event of handler (student) emergency. The student shall complete contact information for the designated handler to be on file for the Office of Services for Students with Disabilities.
- The student shall be responsible for all liability and claims related to the service animal and all insurance requirements related to the service animal. Mansfield University does not provide indemnification to the service animal, handler or resident.

REASONABLE INQUIRIES BY THE UNIVERSITY REGARDING SERVICE ANIMALS

If the need for a service animal is not reasonable obvious to the University, the University may request the following information from the handler/owner through the Office of Services for Students with Disabilities: Whether the animal is required due to a disability, and a description of the tasks or work that the animal has been trained to perform.

If applicable for classroom accommodations, Mansfield University may also inquire into the training cues or other signs given to the animal to perform a task. However, the University may not require documentation of training for this purpose.

APPEALS AND GRIEVANCES

Any student dissatisfied by a decision concerning a service or an assistance/emotional support animal may file and appeal with the Dean of Students or President's designee. Additional information may be obtained by telephone at (570) 662-4342, or in person or by mail at 327 Alumni Hall Student Center, Mansfield University, Mansfield, PA, 16933. Any staff or faculty dissatisfied by a decision concerning their service or assistance/emotional support animal may file an appeal with the Vice President for Finance & Administration. Additional information may be obtained by telephone at (570) 662-4054, or in person or by mail at Office of the Vice President for Finance & Administration at North Hall, 5th Floor, 5 Swan Drive, Mansfield, PA 16933.

DISTRIBUTION

This policy will be posted to the Policies and Procedures web page.