

Title: Animals on Campus Policy

- Initial Action: 11/1/2019
 - Board Resolution: 20-006, 23-002
 - Last Revised
 - Policy: Revised
 - Procedure: Revised
 - Last Reviewed: 11/8/2022
 - Effective: 1/26/2023
 - Next Review: 11/1/2025
 - Responsibility: Vice President of Student Services & Enrollment Management
-

POLICY:

Animals on Campus

1. General Prohibition and Exceptions

- a. Animals, including but not limited to pets, are prohibited on campus with the exception of:
 - i. Service animals as defined by the Americans with Disabilities Act (ADA). Only dogs and miniature horses may be recognized as service animals. The ADA defines service animals as those that are individually trained to do work or perform tasks for an individual with a disability. The task(s) performed must be directly related to the disability. If animals meet this definition, they are considered service animals under the ADA, regardless of whether they are wearing a vest, patch or harness identifying them as service animal and regardless of whether they have been licensed or certified by a state or local government.
 - ii. Service animals-in-training that are part of a certified or accredited program recognized within the service animal industry to train animals in compliance with the ADA. Service animals-in-training must be clearly identified (i.e., wearing a vest or a scarf) and trainers should notify the College's administration in advance (via the **Coordinator of Accessibility Services**) of the presence of a service-animal-in- training. The College retains discretion to prohibit access to service-animals-in-training. During work and classroom hours, no more than one service-animal-in-training is permitted on site per employee or student. Unless specified otherwise, the policies that apply to service animals also apply to service-animals-in-training.
 - iii. Animals for instructional purposes or for Student Life programs as approved by the appropriate College authority; and
 - iv. Working dogs used by a law enforcement agency for law enforcement purposes.

2. Service Animals - Generally

- a. Service animals shall be leashed and remain under the owner's or caretaker's control at all times, unless leashing prohibits the animal's service function.

- b. Service animals shall maintain current dog licenses and rabies vaccinations, as specified in Cecil County Ordinance (<http://www.ccgov.org/government/animal-services/dog-licensing>) or the county in which the animal resides.
- c. Cecil College is not required to modify policies, practices, or procedures if such modification would “fundamentally alter” the nature of the goods, services, programs, or activities, provided on campus. Nor do the ADA or Section 504 of the Rehabilitation Act overrule legitimate safety requirements. If admitting service animals would fundamentally alter the nature of a service or program, service animals may be prohibited. Additionally, if a particular service animal is out of control (and the handler does not take effective action to control it) or not housebroken, that animal may be excluded.

3. Service Animals on Campus—Owner’s (or Handler’s) Responsibilities

- a. Owner is responsible to attend to and be in full control of the service animal at all times. A service animal shall have a harness, leash, or other tether unless a) the owner is unable to use a harness, leash or tether, or b) using a harness, leash, or tether will interfere with the animal’s ability to safely and effectively perform its duties. In that case, the person must use voice, signal, or other effective means to maintain control of the animal. Another example is that a service animal should not be allowed to bark repeatedly in a classroom, theater, library, or other quiet place.
- b. Owner is responsible for the costs of care necessary for a service animal’s well-being. The arrangements and responsibilities with the care of a service animal is the sole responsibility of the owner at all times, including toileting, feeding, regular bathing and grooming, and veterinary care, as needed.
- c. Owner is responsible for independently removing or arranging for the removal of the service animal’s waste.
- d. Owner is responsible for complying with local and state licensing laws for animal rights and owner responsibilities.
- e. Owner is responsible for paying for any damage to College property caused by a service animal.
- f. Owner may register a service animal with **Coordinator of Accessibility Services**. This registry is voluntary.

4. Service Animals on Campus—Cecil College Responsibilities

- a. Cecil College may prohibit the use of service animals in certain locations due to health and safety restrictions or places where the animal might be in danger. Restricted areas may include, but are not limited to, food preparation areas, research or instructional laboratories, boiler rooms, and other areas prohibited by law.
- b. Service animals are permitted to accompany their owners or handlers at all times and everywhere on campus where the general public (if accompanying a visitor) or other students (if accompanying a student) are allowed, except for places where there is a health, environmental, or safety hazard.
- c. Contact the Coordinator of Accessibility Services if any questions or concerns arise relating to service animals.

- d. Cecil College employees, when appropriate, may ask only two questions to determine whether an animal is a service animal, and may ask these questions only if the services or tasks performed are not visible.
 - i. Is the service animal required because of a disability?
 - ii. What work or tasks has the animal been trained to perform?
- di. Cecil College employees will not pet or feed a service animal or attempt to separate the animal from the owner.
- dii. Cecil College employees will contact the **Coordinator of Accessibility Services** if they have any additional questions regarding visitors to campus who have service animals.
- diii. Cecil College employees will report any service animals that misbehave or any owners (or other individuals) who mistreat their animals to the Department of Public Safety. Behavior qualifying as “misbehavior” will be determined by the College, in consultation with legal counsel.

5. Voluntary Service Animal Registry

- a. The voluntary service animal registry is completely voluntary. Owners are not required to register service animals with the College, and service animals that are not registered may not be restricted from access at the College.
- b. The voluntary service animal registry shall be maintained by the Coordinator of Accessibility Services (for students) and HR (for employees) and shall contain the name of the owner, the name of the service animal, a copy of current rabies vaccination/license, contact information for the owner, and current student schedule (if applicable).
- c. The purpose of the voluntary service animal registry is to serve a public purpose. For example, to ensure that the Department of Public Safety or other College staff know to look for service animals during an emergency or evacuation process.

6. Emotional Support Animals

- a. Emotional support animals are not service animals because they are not trained to perform work or tasks specific to a person’s disability.
- b. Emotional support animals are not permitted on Cecil College property.

7. Animal Use to Further Instructional Purpose

- a. Animals used specifically to further an instructional purpose as part of a College program are permitted at the College and may also be kenneled at that location.
 - i. These animals shall be kenneled and handled in such a way that does not pose a danger to any person on campus or the animal itself.
 - ii. Any injuries resulting from interaction with these animals shall be reported immediately to the Department of Public Safety for documentation. Injuries may also be subject to reporting with Cecil County Animal Services.

8. Oversight

- a. Human Resources has oversight and monitoring responsibility for these processes as it pertains to employees—both paid and unpaid.
- b. The Coordinator of Accessibility Services has oversight and monitoring responsibility for these processes as it pertains to students.