

## Service and Assistance Animal Procedure

### Student Housing

### Grayson College

All assistance animal requests (service animal in training or emotional support animal) must be submitted to the Disability Services (DS) office located in the Success Center (SC115). After DS has approved the accommodation of an assistance animal, the student is responsible for submitting the approval to Director of Student Life and Housing along with any other required documentation.

Students with service animals should read and familiarize themselves with the following procedures. After signing the acknowledgement (page 5), the student is responsible for submitting this form to Director of Student Life and Housing along with any other required documentation.

No animal will be permitted in residence halls that:

- Is not approved by the DS office (Assistance Animals)
- Is not approved by Director of Student Life and Housing
- Poses a direct threat to the health or safety of others
- Would cause a substantial physical damage to the property of the College and other residents
- Would pose an undue financial and administrative burden to the College
- Would fundamentally alter the nature of the College's housing operations

#### Standards for Service or Emotional Support Animals

All service or approved assistance animals must comply with applicable laws regarding animals, including Chapter 4 – Animals in the City of Denison Code of Ordinances, their treatment and care, and must also meet the following standards:

#### Dogs (Service and Assistance Animals)

- All required immunizations must be up-to-date and a copy of the immunizations must be on file with the Director of Student Life and Housing.
- Dogs must be licensed and a copy of the license must be on file with the Director of Student Life and Housing.
- A Certificate of Health signed by a veterinarian certifying the dog is healthy and free from any signs of infectious or contagious diseases, parasites, etc. must be on file with the Director of Student Life and Housing.

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Document adapted with permission from Texas Tech University, Lubbock, TX, the University of Texas, Austin, TX, Armstrong Atlantic State University, Savannah, GA, Georgia College, Milledgeville, GA, and Paris Junior College Student Disability Services Office, Paris TX.

- Collars and tags must be worn at all times. The dog must be kept on a leash at all times when outside the residence hall or apartment. Dogs must never be allowed to run freely.
- Dogs must possess friendly and sociable characteristics. A specific dog can be restricted from the premises by the Director of Student Life and Housing or designee based on any confirmed threatening or territorial behavior. Dogs that are classified as “Dangerous Dogs” (Texas Health and Safety Code Title 10., Chapter 833, Subchapter A, Sec. 822.041) and “Dangerous Dogs” (Denison City Ordinance, Chapter 4, Article II. Sec. 4-39)
- Service animals in training are permitted with certified trainers.
- Dog obedience and training programs are highly recommended.

#### Domestic Cats (Assistance Animals Only)

- All required immunizations must be up-to-date and a copy of the immunizations must be on file with the Director of Student Life and Housing.
- Cats must be licensed and a copy of the license must be on file with the Director of Student Life and Housing.
- Cats must be spayed or neutered. A copy of the veterinarian's report must be on file with the Director of Student Life and Housing.
- A Certificate of Health signed by a veterinarian certifying the cat is healthy and free from any signs of infectious or contagious diseases, parasites, etc. must be on file with the Director of Student Life and Housing.
- Collars and tags must be worn at all times. The cat must be kept on a leash at all times when outside the residence hall or apartment. Cats must never be allowed to run freely.

#### Any Other Animal

- To be considered on a case-by-case basis by the Director of Student Life and Housing or designee. Animals defined as “Dangerous Wild Animals” in the Texas Health and Safety Code §822.101 (big cats, apes, bears, hybrids of these animals), primates, high rabies risk animals (bats, fox, raccoon, coyote) venomous animals, domestic animals with unknown health history are not allowed.

#### Standards of Behavior by Animal and Animal Owner

Health, sanitary, safety, and disruptive standards must be maintained as follows:

- The student must have an already established relationship with the animal (Emotional Support Animals).
- Animals require daily food and attention, as well as a daily assessment of their general health, behavior and overall welfare.

- Animals cannot be left unattended overnight at any time. If the owner must be away, they must either take the animal with them, or make arrangements for them to be cared for elsewhere, which does not include other residence hall spaces.
- In shared living spaces, the animal must be in an appropriate container if the owner is not in the room with the animal.
- Emotional support animals must not be taken into the residence hall offices, administrative offices, common space or student living areas.
- Animal waste must be taken care of and any animal handler or owner must comply with Denison City Ordinance Chapter 4 Article I. Sec. 4-1. Animal feces, defined as cat litter box contents and any solid animal waste, must be disposed of properly. It is the owner's responsibility to remove feces from College grounds, dispose of it in a plastic bag, and then place that bag in the garbage dumpsters outside. Cleanup must occur IMMEDIATELY. Animal feces may not be disposed of in any trash receptacle or through the sewer system inside any building on the Grayson College campus. Waste MUST be taken to any residence hall dumpster for disposal.
- Residents with cats must properly maintain litter boxes. In consideration of the health of the cat and occupants of the residence hall room, cat litter box contents must be disposed of properly and regularly. The litter box must be changed with new cat litter regularly as outlined by the manufacturer.
- Animal-accidents within the residence hall room must be promptly cleaned up using appropriate cleaning products.
- Regular and routine cleaning of floors, kennels, cages, and litter boxes must occur. The odor of an animal emanating from the residence hall room is not acceptable. (see Cleaning Section below)
- Any flea infestation must be attended to promptly by the Director of Student Life and Housing contracted professional extermination company at owner's expense. Owners are expected to promptly notify the dorm office or the Director of Student Life and Housing facilities staff and arrange for extermination when a flea problem is noted. Animal owners may take some precautionary measures such as: flea medications prescribed by veterinarians, flea and tick collars, taking the animal to the veterinarian for flea and tick baths.
- Animals must not be allowed to disrupt others (e.g., barking continuously, growling, yowling, howling, etc.). Animals which constitute a threat or nuisance to staff, residents or property, as determined by the Director of Student Life and Housing or designee, must be removed within seven (7) days of notification. If Grayson College Police Department personnel determine an animal poses an immediate threat, animal control may be summoned to remove the animal. If the behavior of an animal can be addressed by the owner and the owner can change the behavior of an animal so the animal does not have to be removed, then a written action plan must be submitted by the owner.

The action plan must outline the action to take place to alleviate the problems and also must give a deadline as to length of time the plan will take to complete. Any action plan must meet the approval of the Director of Student Life and Housing or designee. The day after the deadline for removal from the residence hall, Director of Student Life and Housing or designee will do a residence hall room inspection to check damages and infestation and then the mandatory cleaning and extermination will be scheduled. Any animal owner found not adhering to the removal directive will be subject to disciplinary action, which could include contract cancellation.

- An animal must not be involved in an incident where a person experiences either the threat of or an actual injury as a result of the animal's behavior. The animal owner will take all reasonable precautions to protect college staff and residents, as well as the property of the college and of the residents.
- The owner will notify residence life staff via the hall office if the animal has escaped its confines and is unable to be located within eight (8) hours.
- All liability for the actions of the animal (bites, scratches, etc.) is the responsibility of the owner. Violations concerning any of the aforementioned may result in the resident having to find alternative housing off-campus for the animal and, as warranted, may also result in a resident being in breach of their housing contract.
- The owner must notify the Disability Services Office if the animal is no longer needed or is no longer residing on Grayson College property. If the animal will be replaced, the owner must submit a new request.

### Cleaning and Damages

- When the resident moves out of his/her residence hall room, or no longer owns the animal, the residence hall room will be assessed to determine if damage to department property can be attributed to the animal. Student Life and Housing maintains the right to conduct residence hall room inspections annually for the purpose of assessing damage caused by the animal or otherwise determine the resident's compliance with this procedure.
- The animal owner has an obligation to make sure that the residence hall room is as clean as the original standard. If the room has carpeting, this also includes regular vacuuming and spot cleaning. Damages and extraordinary cleaning caused by the animal are the responsibility of the resident. Replacement or repair of damaged items will be the financial responsibility of the owner and accessed by the Director of Student Life and Housing.

## Service and Assistance Animal Procedure Acknowledgement

I have read and been informed about the content, requirements, and expectations of the Service and Assistance Animal Procedures at Grayson College (GC). I have received a copy of the procedure and agree to abide by the procedure guidelines as a condition of housing the animal in the residential living facilities.

I understand that if I have questions, at any time, regarding the above procedures, I will consult with the Disabilities Services Coordinator.

Please read the Service and Assistance Animal Procedure carefully to ensure you understand the procedure before signing this document.

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Student name (print)

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Student signature

Date

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Disability Services Coordinator

Date

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Student Life and Housing Director

Date