

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Title: Animals on Campus		SOP #: GA.022.00
Effective Date	11.2.2023	
Last Revision/Review	11.2.2023	

1. Purpose

Animals, other than service animals (as defined) or animals authorized by the College (e.g. Therapaws) are not permitted on campus at any time. Emotional support animals do not qualify as service animals under ADAAA guidelines.

The College is committed to providing access to its programs and services to all members of the college community inclusive of individuals with disabilities. The College follows the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendments Act (ADAAA) with regard to service animals on campus.

2. Related Policy/Authority

Policy B9100 Accommodations

Policy B 7540 Americans with Disabilities Act (ADA) and Americans with Disabilities Act Amendments Act (ADAAA)

3. Faculty/Staff Responsibilities

Office of Human Resources

Office of Student Affairs

4. Definitions/Abbreviations

Service animals: as defined by the Americans with Disabilities Act Amendments Act (ADAAA), are animals individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, responding to and protecting a person who is having a seizure, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADAAA guidelines.

Handler: is a person/student with a disability who is directly served by a service animal or a personal care attendant who handles the animal for a person/student with a disability.

5. Procedural Steps

1. By law, the College is unable to ask about the nature or extent of a person's disability. However, if it is not readily apparent that the animal is a service animal and trained to do work or perform tasks for the individual, the College may ask what work or task the animal has been trained to perform. The College will not require documentation, such as proof that the animal has been certified, trained or licensed as a service animal.

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2. While persons with disabilities who utilize a service animal are not required to register with any office, nor request an accommodation, unless an additional accommodation is needed in the academic or work setting, students or employees who require the use of a service animal are highly encouraged to notify the Office of Student Affairs (student) or the Office of Human Resources (employee) as there are areas within the college which may pose dangers to the service animal or others, or the animal's presence fundamentally alters the nature of the program or activity. A service animal is permitted to accompany the handler anywhere the handler goes on campus with the exception in areas specifically prohibited due to health, environmental or safety regulations/hazards.
3. Management of service animals off the College's campus is beyond the scope of this procedure. The College defers to clinical training sites regarding the use of service animals.
4. A service animal must be accompanied by the handler at all times.
5. Under the ADAAA, service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents use of these devices. In this case, the individual must maintain control of the animal through voice, signal, or other effective controls.
6. The handler is responsible for the actions of the service animal, including bodily injury and/or property damage caused by the service animal. The handler's financial responsibility may include replacement of furniture, carpet, window, wall covering, and costs of damage to other College owned property. The handler is expected to cover these costs at the time of repair.
7. The cost of care (health and safety) for the service animal is the sole responsibility of the handler. In accordance with city, county, and/or state ordinances and regulations, the service animal must receive all required and/or recommended immunizations against diseases. Local licensing requirements must be followed. The College may request an updated verification regarding a service animal's vaccinations at any time. These records will be maintained by the Office of Student Affairs.
8. The handler is to ensure that the service animal is not disruptive or a nuisance to members of the College community. Disruptive behavior includes loud barking or other distracting actions by the service animal unless said noises or behaviors are part of the needed service to the handler. A nuisance is defined as, but not limited to, excessive noise, physical harm to humans or other animals, and destruction of property. To the extent possible, the handler should ensure the service dog does not approach or sniff people, dining tables, or the personal belongings of others.
9. The handler must take precautions to assure the service animal does not block any emergency exits.
10. Service animals **must** be housebroken. It is the handler's responsibility to remove and properly dispose of the service animal's waste (e.g. urine, excrement, fur, etc.), which must be placed in a sturdy plastic bag before disposal, and must be disposed of in an outside trash receptacle. If the handler is not physically able to clean up after the service dog, then the handler must hire and

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pay someone who is physically able to perform this service. The handler should keep the animal from urinating in gardens or cultivated areas of the campus.

11. The service animal cannot pose a direct threat to the health or safety of others. If the service animal is deemed to pose a physical threat to others, actions will be taken to remove it from College property. The owner of the service animal is liable for the actions of their service animal, including financial obligations or bodily injury.
12. Routine care for the service animal is expected for health and safety reasons, and includes flea and tick prevention, de-worming, routine vaccinations, bathing, and annual examinations by a veterinarian. A handler with a service animal who is ill or in poor health may be required to remove the animal from College property at the discretion of the Office of Student Affairs or the Office of Human Resources.
13. Persons with disabilities who believe their rights under the ADA are not being honored may file either an internal complaint of disability discrimination with the Office of Institutional Effectiveness or may file an external complaint with appropriate state and/or federal agencies. Internal complaints received will be promptly investigated and resolved, with appropriate corrective action as necessitated.

6. Reports/Charts/Forms/Attachments/Cross References

7. Maintenance

Annual Review

8. Signature

Approved by	11.2.2023
Department Head of Human Resources	Date
Department Head of Student Affairs	

9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/ Replacement Procedure? (if applicable)	Approval Date