



## **Auburn University at Montgomery Service Animal Policy for Students**

The following policy is designed to provide guidance regarding the use of service animals by enrolled students with disabilities on the campus of Auburn University at Montgomery.

Students are encouraged to register their service animal with the Center for Disability Services (CDS) by submitting a Service Animal Registration Form and documentation of current vaccinations. ADA regulations require that service animals be individually trained to do work or perform tasks for a person with a disability. The work or task must be directly related to the handler's disability. AUM cannot ask about the person's disability, require medical documentation, or require a special identification card or training documentation for the service animal. The ADA regulations define a service animal to be a canine or a miniature horse. Guard dogs or emotional support animals are not included as part the ADA's definition of a service animal. Pets that do not provide a service to a person with a disability are not permitted in University-owned or controlled buildings.

### **Responsibilities of Students Using Service Animals**

The University permits service animals, which are individually trained to provide assistance to an individual with a disability, on campus and in its public facilities, subject to the following conditions:

1. The service animal has the appropriate and current vaccinations. For example, dogs would require proof of current rabies vaccination and/or rabies tags.
2. Students/handlers will ensure the good conduct, health, care, and protection of their service animal. For example, cleanliness of the service dog is essential with adequate preventative measures taken.
3. The service animal should be house-broken (i.e. trained so that absent illness or accident, the animal controls its waste elimination).
4. The service animal should be kept under control at all times and on a leash, tether, or harness in public areas (except where these devices interfere with the service animal's task or the individual's disability prevents using these devices, the service animal must still be under control through voice control, signals, or other effective means).

5. Student/handler is responsible for any damage done by the animal and for the upkeep and cleanliness of any area traversed or occupied by the animal.
6. The student/handler is responsible for the immediate removal and proper disposal of all fecal matter and other waste of the service animal.
7. Student will be responsible for updating all service animal documentation records on an **annual** basis, for example rabies vaccination records and/or other appropriate and current vaccinations.
8. **Optional:** Identification (ID) cards for service animal are available through CDS on a **volunteer** basis. **ID cards are optional and valid for one academic year only**, fall-summer semester, and will need to be updated at the beginning of fall semester and/or upon the student's return to school.

The University has the authority to remove a service animal when the student/handler or service animal fails to meet the conditions of this document. A service animal may be excluded from the campus if the animal is disruptive or poses a direct threat to the health and/or safety of others. The University and its employees shall be held harmless in the event that the animal damages property or causes harm to anyone on campus.

Service animals may be required to wear protective gear or be denied access to sterile surgical rooms, areas with hazardous machinery, research laboratories containing chemicals or biological substance that could potentially harm a service animal, on a case-by-case basis.

It is the student/handler responsibility to inform others that the animal is a service animal and should not be petted, bothered, harassed, or fed. The use of a collar or harness that identifies the animal as a service animal is strongly recommended to communicate the animal's status.

### **Requirements for Faculty, Staff and Students**

Members of the AUM community are responsible for the following:

1. Allowing service animals to accompany the person with the disability in all areas of campus where the public is normally allowed, including attendance at a campus-sponsored event or activity.
2. Allowing service animals in public areas even if state or local health codes prohibit animals on the premises.
3. Not separating or attempting to separate a student/handler from his/her service animal.
4. Not distracting the service animal in any way. For example, do not feed, pet, startle, or interact with the service animal without the student's/handler's permission.

5. Clarifying an animal's status as a service animal should be directed to the Center for Disability Services by calling 334-244-3631 or emailing [cgs@aum.edu](mailto:cds@aum.edu) when it is not readily apparent what service an animal provides.

## **Campus Housing**

Students planning to live in AUM Housing with their service animal need to notify the Housing and Residence Life Office and indicate on their Housing Application that a service animal will reside with them. In addition, students are strongly encouraged to register with CDS as a student with a disability. Students/handlers and service animals will be subject to the following:

1. The student/handler is responsible for the immediate removal and proper disposal of all fecal matter and other waste of the service animal (in areas near residence halls designated by Housing and CDS).
2. In residence halls, the service animal must be under the control of the student/handler.
3. Service animals are not permitted in private residences, dormitory rooms, or apartments of others on campus without the expressed permission of the occupant.
4. Students/handlers are responsible for any damage done by the animal and for the upkeep and cleanliness of any area traversed or occupied by the animal.

## **Emergency Evacuation in Housing**

For the safety of the animal, the student must evacuate the service animal from the residence hall each time the fire alarm is activated. If the student is not present during an unscheduled fire alarm or other emergency situation, there is no expectation that a hall staff member or other resident will risk their own safety for the animal. However, with permission of the student, a notation may be made by Housing that there is service animal in the room so that other staff members on call can notify the fire department so that they may take any appropriate action. Emergency personnel will determine whether to remove the service animal and may not be held responsible for the care, damage to, or loss of the service animal.

## **Health and Safety Inspections in Housing**

Housing conducts Health and Safety Inspections on a monthly basis. Please be advised that Health and Safety Inspection notifications will be sent to residents by email and will be posted throughout Resident Halls. Please be advised that you do not have to be present for this inspection. However, in order to ensure the safety of Housing staff and of your service animal, please ensure that you are either present to control your animal or crate/cage your service animal during this time. If other arrangements need to be made, contact Housing staff.

## **Maintenance in Housing**

Please be advised that you do not have to be present for maintenance. However, in order to ensure the safety of Maintenance staff and of your service animal, please ensure that you are either present to control your animal or crate/cage your service animal during this time. If other arrangements need to be made, contact Housing staff.

## **Conflicting Disabilities**

If another person on campus has a covered disability under the ADA and that person is impacted by the presence of a service animal, a request for assistance should be made to CDS. All facts surrounding the contact will be reviewed and an effort to resolve the disability-related needs/accommodations of all persons involved will be made.

If others complain about the service animal and there has been no violation or incident, the student/handler should explain that the service animal is necessary and that federal law protects the right of the person to be accompanied by the trained service animal in public places under most circumstances.

The University follows all applicable laws and regulations to protect the health and safety of the campus community and those animals which it permits on campus. Any individual who believes that he/she is being denied access to buildings, transportation, or programs should immediately inform the Director at 334-244-3754 or email CDS at [cgs@aum.edu](mailto:cds@aum.edu).

Any conflicts between service animal owner/handler and others on campus should be referred to the Director at 334-244-3754 or email CDS at [cgs@aum.edu](mailto:cgs@aum.edu). Anyone in violation of this policy may be subject to disciplinary action.

## **Registering a Service Animal with the Center for Disability Services**

The service animal handler/student is encouraged to register the service animal with the Center for Disability Services (CDS) by submitting the following forms:

1. Student Service Animal Registration Form
2. Documentation of current vaccinations as required by law

Submit all completed forms to CDS located in 147 Taylor Center, by fax at 334-244-3907, by email at [cgs@aum.edu](mailto:cgs@aum.edu), or mail to AUM-CDS, P.O. Box 244023, Montgomery, AL 36124-2023.

## Acknowledgement

### Service Animal in a Classroom Setting:

I acknowledge I have read, understand and will abide by the requirements outlined and I agree to provide additional information if required to complete my request under the Service Animal Policy for Students.

I understand my instructors will be notified about my service animal in my CDS accommodation memorandum.

Optional - I give permission to CDS to disclose to others impacted by the presence of my service animal, specifically Campus Police, Library, Wellness Center, Athletics and The Roost, that I will have a service animal. I understand that this information will be shared with the intent of preparing for the presence of the service animal and/or resolving any potential issues associated with the presence of the service animal. (Initials \_\_\_\_\_)

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Individual Signature

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Date

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Disability Services Representative

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Date

**For Students Living in AUM Housing:**

I acknowledge I have read, understand and will abide by the requirements outlined and I agree to provide additional information if required to complete my request under the Service Animal Policy for Students.

I give permission to the Center for Disability Services to disclose to others impacted by the presence of my service animal, specifically Residence Life staff, Campus Police, potential and/or actual roommate(s), that I will have and/or be living with a service animal. I understand that this information will be shared with the intent of preparing for the presence of the service animal and/or resolving any potential issues associated with the presence of the service animal.

I further recognize that the presence of the service animal may be noticed by others visiting or residing in University Housing and agree that staff may acknowledge the presence of the animal, and explain that under certain circumstances service animals are permitted for persons with disabilities.

\_\_\_\_\_  
Individual Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Disability Services Representative

\_\_\_\_\_  
Date