

# DEPAUL UNIVERSITY

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## Service Animals and Assistance Animals on Campus

**Category:** Operations

**Responsible Department:** Facility Operations

**Responsible Officer:** Vice President for Facilities

**Effective Date:** 8/10/2018

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### Policy Summary

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This policy describes the rights and responsibilities of individuals who use service animals and assistance animals on the DePaul University campus, as well as the procedures that employees, students, and visitors who feel it is necessary to use service animals and assistance animals on campus should follow.

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### Scope

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This policy affects the following groups of the University:

- Entire University Community

This policy is applicable to all employees (faculty, staff, student employees), students, and visitors to campus.

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### Policy

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In general, animals are not permitted on DePaul's campus. However, DePaul University recognizes the importance of service animals and assistance animals in assisting people with disabilities. The purpose of this policy is to help students, employees, and visitors understand their rights with respect to the use of service animals and assistance animals; and to provide a framework for managing the presence of service animals and assistance animals on campus.

Service animals are dogs or miniature horses that are trained to do work or perform tasks for the benefit of individuals with disabilities. The work or tasks performed must be directly related to the individual's disability. Service animals are required to be at least 12 months of age unless an exception to this requirement has been approved by the responsible office designated below.

Assistance animals are animals that are necessary to afford people with disabilities with an equal opportunity to participate in activities, particularly with an equal opportunity to enjoy University

housing. There must be an identifiable relationship between the individual's disability and the assistance provided by the animal.

Service animals and assistance animals are referred to simply as animals throughout this policy.

**Visitors** who feel it is necessary to have animals on campus must provide Public Safety or other DePaul representatives, with additional information about the nature of the work or task that the animal is trained to perform upon request. All determinations about the permissibility of animals on campus will be made based on available information in as timely a manner as possible.

**Employees** who feel it is necessary to have animals with them on campus must contact Human Resources (Employee Engagement and Equal Employment Opportunity) in order to begin the disability accommodation process. HR can be reached at (312) 362-8500.

**Students** who feel it is necessary to have animals with them on campus should contact the Center for Students with Disabilities (CSD) in order to begin the process of registering with that office. CSD can be reached at (773) 325-1677 or (312) 362-8002

All animals on campus are subject to the general requirements listed below. DePaul reserves the right to ask the owner of any animal who does not meet these requirements to immediately remove the animal from DePaul property.

DePaul also reserves the right to restrict the presence of animals in certain areas for which it would be unsafe for them to be (e.g. certain laboratories, studios, etc.). Reasonable accommodations will be provided to ensure that individuals requiring animals have equal access to the programs or activities taking place in these areas.

### **General Requirements for Service Animals & Assistance Animals on Campus**

1. All animals must be legally permitted in the State of Illinois and the municipality in which the animal is located, and must meet any legal registration or documentation requirements for animals of that type.
2. All animals belonging to employees or students must have an annual clean bill of health from a veterinarian on file with HR or CSD.
3. All animals must be housebroken. Owners are responsible for handling and disposing of animal waste. If an animal has an "accident" inside a University building, the owner is expected to contact Facility Operations so that the University may ensure that the area is properly cleaned.
4. All animals must be effectively controlled at all times. Animals must wear a lead or leash in public areas, or must otherwise be appropriately contained and controlled.
5. In general, animals should be as unobtrusive as possible. Animals may not be disruptive to the business of the University (e.g. animals may not create excessive odor, animals may not cause excessive noise in areas/at times where such noise is not acceptable).
6. Animals may not pose a direct threat to the health or safety of any members of the DePaul community, and owners must take all appropriate precautions to avoid such threats. Any animal posing a direct threat to other's health or safety will be required to be immediately removed from campus.

7. Any damage or harm caused by animals, including any extraordinary cleaning that may be required as a result of the animal, will be the responsibility of the owner, in accordance with University policies and procedures.
8. Students who register with CSD will be provided with an identification card for their service animal or assistance animal. Students should have this card with them at all times that they are with their animal on campus and present it to Public Safety or other DePaul representatives upon request.

University departments may also have additional requirements or procedures regarding animals in spaces managed by those departments. For example, resident students or staff with animals in university housing should review the Housing Services requirements and procedures.

### **Information for Other Members of the DePaul Community Regarding Service Animals and Assistance Animals**

Service animals and assistance animals are working companions and are not considered pets. Members of the DePaul community should refrain from petting, or otherwise interacting with, these animals.

Any concerns that an animal poses a direct threat to the health or safety of the DePaul community should be immediately reported to Public Safety. If the concern relates to an animal that belongs to an employee or a student, Public Safety will work with HR or CSD to address the situation.

If employees or students have medical conditions that are affected by animals, these individuals should contact HR or CSD so that those conditions can be accommodated in accordance with the usual policies and procedures.

In case of an emergency, DePaul University personnel are not required to provide emergency assistance to animals, but will do so if feasible and appropriate in their discretion.

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## **Procedures**

As noted above, the process for working with employees and students who feel it is necessary to have animals with them on campus will follow the usual procedures used by HR, as detailed in the Accommodation Policy; Disability and Pregnancy, or CSD for accommodating disabilities, as detailed on in the Student Accommodations Policy; Disability and Pregnancy, tailored as appropriate to the service animal and assistance animal context.

As noted above, specific departments may have additional procedures.

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## **Divisional Collaborations**

Within Facility Operations - Public Safety & Housing Services  
Student Affairs, including the Center for Students with Disabilities & Residential Education  
Human Resources  
Office of the General Counsel

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## Contact Information

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Facility Operations

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## Appendices

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## History/Revisions

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Origination Date: 10/13/2013

Last Amended Date: 05/18/2020

Next Review Date: N/A