

MUSKINGUM

U N I V E R S I T Y

Registration of a Service Animal

I, the undersigned, wish to register a service animal with Muskingum University. I have read and understand the University's Animals on Campus Policy and agree to be bound by its terms.

Section A.

Handler Name: _____ Academic Year: _____

Student ID #: _____ Cell #: _____

Type/Breed of Animal: _____

Animal's Age: _____ Animal's Name: _____

Consent to Release Information. I give permission to the Disability Education Office to disclose information related to my request to register a service animal to personnel in Student Affairs, University Police, Compliance & Risk Management, or others on an as-needed basis. In addition, information may be shared with a potential and/or actual roommate(s) and/or neighbor(s) on an as-needed basis. Disclosed information may include confirmation that I have a disability and relevant identifying, health, and safety information about my service animal. This information may be shared to prepare for the service animal and/or resolve any potential concerns regarding the presence of my service animal. My service animal may be noticed by others in the University community. I agree that the DEO may acknowledge the presence of my service animal and may explain that service animals are permitted for persons with disabilities.

I have read and understand the University's Animals on Campus Policy and agree to be bound by thereby.

Signature: _____ Date: _____

Section B.

I have received and read the service animal policy and have discussed the service animal with the applicant:

- I agreed to have the service animal in the room.
- I wish to discuss alternate arrangements with the DEO.

Roommate's Signature: _____

Section C. For Office Use Only

HR Manager / Coordinator for DEO

Date

Reproduced from the University's Animals on Campus Policy

103. Service Animals.

(C) Rules and responsibilities for handlers.

- (1) A handler must comply with all federal, state, and local laws for animal rights and owner responsibilities, including receipt of all required veterinary care and the display of any required identification tags. The University recommends that the animal wear appropriate identification at all times while on campus.
- (2) A service animal may accompany its handler in all areas of the University's property and buildings where members of the public, participants in services, programs or activities, or invitees, as relevant, are allowed to go; except for places where there is a health, environmental, or safety hazard or when the presence of the animal would fundamentally alter the nature of a service or program.
- (3) The handler is responsible for the service animal's well-being, care, and cleaning, including, but not limited to, regular feeding, bathing, grooming, daily care, and proper veterinary care. The handler is responsible to clean up all waste and dispose of it in appropriate outdoor trash containers. The University is not responsible for the cost of care necessary for the service animal's well-being.
- (4) The ADA stipulates that service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the handler's disability prevents using these devices. In such a case, the handler must maintain control of the animal through voice, signal, or other effective controls. The handler must be in full control of their service animal at all times.
- (5) The handler will be responsible for any personal injury or property damage caused by the service animal, beyond normal wear and tear to property. If the handler is a student, this includes damage to the student's University-owned housing. The handler's residence and/or workspace may be inspected for fleas, ticks, pests, and/or damage once per semester, or as needed. If fleas, ticks, or pests are detected, the area will be examined and treated using industry-standard extermination techniques by a pest control service selected by the University. The handler will be billed for the expense of any such pest control treatment.
- (6) If a student-handler has a roommate, the handler should include the roommate in discussions about having a service animal in the room. The roommate has the right to object to the service animal in writing to the DEO. The University reserves the right to relocate either the handler or the roommate to reasonably accommodate the handler's use of the service animal.

(D) Behavior around service animals.

- (1) To limit an individual's exposure to repeated questioning about their service animal, which could have a discriminatory impact, employees should refrain from questioning a handler about a service animal. Any employee, including a student employee, who has reason to question whether an animal accompanying a handler in or on University property is a service animal should contact the DEO regarding a student-handler or the Human Resources Office regarding an employee-handler. Employees in those offices may ask the handler the following two questions:
 - (a) is the animal a service animal that is required because of a disability, and

- (b) what work or task is the animal trained to perform?
 - (2) **Prohibited behaviors.** Except as stated above, employees, including student employees, are prohibited from the following:
 - (a) asking about the handler's disability;
 - (b) requiring medical documentation;
 - (c) requiring special identification or training documentation for the service animal; or
 - (d) asking that the service animal demonstrate its ability to perform the work or task.
 - (3) **General behavioral expectations.** Individuals should refrain from petting or feeding a service animal, separating a service animal from its handler, or startling or harassing a service animal. Any individual in possession of a pet or ESA is responsible to ensure that said pet or ESA does not startle or harass a service animal. Violations of this section may result in removal of the pet or ESA from University property.
- (E) **Reporting concerns about service animals.**
- (1) If a service animal is aggressive toward its handler or others, or if any individual is aggressive toward or mistreating a service animal, contact University Police (740-826-8155).
 - (2) If another student (in housing or in class) or employee has a severe allergy to the service animal's dander, contact the DEO if the handler is a student or the Human Resources Office if the handler is an employee. Each situation is unique and will be resolved on a case-by-case basis.
- (F) **Removal of a service animal.** The University may ask a handler to remove a service animal from the premises if the animal is out of control and the animal's handler does not take effective action to control it, or if the animal is not housebroken. If a service animal is removed from the premises under this section, the handler shall have the opportunity to participate in any service, program, or activity without having the service animal on the premises.
- (G) **Violation of this section.** Members of the campus community who violate this section of the policy may be subject to disciplinary action: students, under the Code of Student Conduct, and employees under the Employee Handbook.

**Disability Education Office
Walter Hall – 026
740-826-6132**