

AP 145a Animals/Assistance Animals on Campus

Associated Board Policy: 145.00 Pets and Animals on Campus

Procedure Owner: Vice President for Student Affairs

Related Procedures: AP 145b Service Animals/Service Animals in Training on Campus

AP 145c Emotional Support/Facility Dogs on Campus

I. Procedure Scope and Purpose

This procedure addresses the presence and possession of animals on Cowley College property, including buildings and grounds, and at college-sponsored events. The purpose of these procedures is to define the type of animals and conditions under which they are permitted on campus to maintain order, health, and safety of the college community.

The procedure is designed to cover most common problems posed by domestic animals, but cannot address situation that may occur because of other animals, including birds, reptiles, arachnids, etc. Situations not covered in this statement should be addressed in consultation with the Executive Director of Student Services and other affected departments.

II. Definitions

Approved Trainer: An individual who is certified by a state organization whose primary mission is to train animals for the purpose of assisting individuals with disabilities.

Assistance Animals: a generic term for a guide, hearing, or service dog specifically trained to do three or more tasks to mitigate the effects of an individual's disability. The presence of a dog for protection, personal defense, or comfort does not qualify that dog as an assistance dog. Assistance dogs are covered under many legislative access laws for public access rights when working with their disabled handler.

There are two types of assistance animals: (1) service animals and (2) Emotional Support Animals (ESA).

Direct Threat: a significant risk to others that cannot be eliminated or reduced to an acceptable level by reasonable modifications to Cowley College's policies, practices, or procedures or by the provision of appropriate auxiliary aids or services.

HUD: U.S. Department of Housing and Urban Development

Emotional Support Animal (ESA): An animal that is prescribed by a healthcare or mental health professional to an individual with a disability and is necessary to afford the individual with an equal opportunity to use and enjoy on-campus housing. The animal is intended to provide companionship and emotional support that helps alleviate one or more identified symptoms or effects of a person's disability, as defined by the Americans with Disabilities Act (ADA). ESA's are not pets.

Fair Housing Act (FHA): An Act that prohibits discrimination against individuals when they are renting or buying a home, getting a mortgage, seeking housing assistance, or engaging in other housing-related activities. The FHA prohibits discrimination in housing because of race, color, national origin, religion, sex, familial status, and/or disability. The FHA requires a housing provider – including an institution of higher education – to make reasonable accommodations and allow reasonable modifications to allow a person with a disability to enjoy their housing. This may include allowing an individual with a disability to keep an animal for emotional support even when their housing provider has a general “no pets allowed” policy or rule. Campus housing on a public institution is subject to the FHA.

Handler: As defined under the ADA, the “Handler” is the person with a disability who is using a service animal.

Individual with a Disability: As defined under the ADA, a person with a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

Organization: a not-for-profit operation, that may be part of a larger organization, involved in the training of assistance dogs.

Owner: the individual who has requested and received approval of an accommodation to bring an emotional support animal into Cowley College housing.

Pet: Pets are domestic animals (i.e. members of species that normally and customarily shares human habitat and is normally dependent on humans for food and shelter including dogs, cats, birds, rabbits, and other common domestic animals). Service animals and emotional support animals are not pets.

Public Facility: includes a street, highway, sidewalk, walkway, common carrier, airplane, motor vehicle, railroad train, motor bus, streetcar, boat, or any other public conveyance or mode of transportation; a hotel, motel, or other place of lodging; a public building maintained by any unit or subdivision of government; a retail business, commercial establishment, or office building to which the general public is invited; a college dormitory or other educational facility; a restaurant or other place where food is offered for sale to the public; and any other place of public accommodation, amusement, convenience, or resort to which the general public or any classification of persons from the general public is regularly, normally, or customarily invited.

Service Animal: The Americans with Disabilities Act (ADA) defines Service Animals as dogs* that are individually trained to do work or perform tasks for people with disabilities. Service Animals are working animals, not pets. To be a Service Animal, the work or task a dog has been trained to provide must be directly related to the person’s disability. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, and alerting/protecting a person who is having a seizure. Dogs whose sole function is to provide comfort or emotional support do not qualify as Service Animals under the ADA. The provision of emotional support, wellbeing, comfort, or companionship does not constitute work or tasks for the purposes of defining a service animal. Under certain circumstances, miniature horses may also be trained as a service animal and be permitted within college buildings, where reasonable. Other species of animals, whether wild or domestic, trained or untrained, are not service animals and will not be allowed.

Service Animal in Training: a dog undergoing training by a trainer. For purposes of this procedure, approved trainers with Service Animals in Training have the same rights and responsibilities as applicable to Service Animals. Service Animals in Training are not pets.

Task: A specific action that a dog is trained to do when needed to assist the person with a disability. For example, a person who has epilepsy may have a dog that is trained to detect the onset of a seizure and then help the person remain safe during the seizure.

Therapy Dog: a pet dog trained to provide affection, comfort, and love to those it interacts with in many different settings. Therapy dog owners may volunteer their time to visit with their animals to facilities in which the team is welcomed or may be practitioners who utilize the dog in a professional setting. Therapy dogs are not covered under the legislative public access laws, and therefore do not have the same public access rights as an assistance dog and its handler.

Trainer: a person affiliated with a certified organization who is recognized by that organization as being directly responsible for task-training the assistance dog.

III. Procedure

Cowley College permits individuals to bring animals on campus property subject to the conditions set out in these procedures and applicable federal and state laws, and city ordinances. The college reserves the right to exclude an animal from campus if it causes disruption, threatens the health or safety of others, or otherwise fails to meet the criteria set forth in these procedures.

Generally, animals and pets are not allowed in Cowley College facilities, on college grounds or at college-sponsored events. Cowley College recognizes that some individuals with disabilities use assistance animals. There are two types of assistance animals: (1) Service Animals and (2) Emotional Support Animals (ESA). Separate rules and procedures apply to these two categories.

Animals must be under the direct control of a handler/owner and have the requisite tags affirming they are properly licensed and that required vaccinations are current. Handlers/Owners must maintain control of the animal using a leash or harness that does not exceed six feet in length. No animal may not be left unattended or tied to any object. Handlers/Owners must immediately clean up after their animal and all injuries or damages caused by an animal are the responsibility of the handler/owner.

Students with questions regarding assistance animals should contact Cowley College's Accessibility Services Coordinator (ASC). Employees with questions regarding assistance animals should contact Cowley College's Human Resources Office.

Responsibilities of Animal Handler/Owner

Handlers/owners must comply with the following requirements regarding animals on campus, and are responsible in all ways for their animals, including fiscal responsibility for any bodily injury or property damage caused by the animal:

- Dangerous, poisonous, or illegal animals are not permitted on college property.

- The behavior, noise, odor, and waste of an animal must not exceed reasonable standards as determined by the college and these factors must not create an unreasonable disruption for community members (including staff, faculty, students, and/or residents).
- Ensure that animal waste is cleaned up immediately and disposed of properly.
- Comply with applicable state and local requirements regarding vaccination, licensure, leashing, clean-up, and animal health.
- Provide appropriate care and control of the animal.
- From time to time, the college may use pesticides, pest control devices, de-icing materials, cleaning supplies, and other materials for the maintenance and operation of college facilities. The college is not responsible for any harm to animals on campus caused by such materials.

Animals are prohibited from all college facilities except:

- Animals used for teaching and research purposes with prior approval from the Institutional Research Board (IRB), Chief Academic Officer, and/or Department Chair.
- Service dogs assisting an individual with a disability.
- Approved emotional support animals (residence rooms only).
- Animals used by law enforcement or search and rescue.
- Animals trained for and used in a clinical therapeutic setting on campus, such as the counseling center.

The college reserves the right to place additional restrictions on the presence of animals in certain events or locations. Additionally, the college may invite animals to campus for specific events.

Requests for exceptions to these procedures must be submitted in writing and approved in advance by the Vice President for Student Affairs.

Contact Information

For any questions or concerns involving animal emergencies, disruption, or property damage, please contact Cowley College's Public Safety Department (CCPSD) as they are the primary response agency for the college. CCPSD may be reached at: (620) 441-5599 or security@cowley.edu.

CCPSD should be contacted in response to the following animal related issues or concerns:

- Emergencies and other requests for immediate assistance.
- Animal bites and attacks.
- Disruptive, unsafe, unrestrained, or unattended animals on college property.
- Damage to college property.

For administrative inquires of these procedures, please contact Jason Kegler, Vice President for Student Affairs at (620) 441-5206 or jason.kegler@cowley.edu.

For information on Assistance Animals, please contact Dawn Simpson, Accessibility Services Coordinator at (620) 441-5557 or dawn.simpson@cowley.edu.

Student residents with questions or non-emergency concerns may contact Lynlea Bartlett, Director of Housing, at (620) 441-5289 or Lynlea.bartlett@cowley.edu.

IV. Effective Date(s)

This procedure first became effective November 21, 2024.

This procedure was reviewed on _____.

V. Signature and Title:

This procedure is implemented by: _____



Title: Executive Director of Student Services