



## Service and Emotional Support Animal Policy for Students

### I. PURPOSE

Pets are prohibited on all Academy of Art University premises. Service and emotional support animals, however, will be granted access to Academy of Art premises consistent with applicable federal, state, and local law.

### II. DEFINITIONS<sup>1</sup>

Service Animal: A dog that is task-trained to meet the specific disability-related needs of an individual with a disability.

Emotional Support Animal (ESA): An animal that a person with a disability utilizes to provide emotional support.

### III. DETAILED POLICY STATEMENT

#### A. Types of Service Animals Permitted on Campus

These guidelines have been developed with the understanding that most service animals will be dogs. Types of service animals include but are not limited to:

Guide Dog: A dog trained to service an individual who is blind or low vision.

Hearing Dog: A dog trained to alert an individual who is Deaf or Hard of Hearing to sounds.

Service Dog: A dog task trained to the disability-related requirements of the individual with a disability.

#### B. Responsibilities of Individuals with Disabilities Using Service Animals on Campus

Individuals utilizing service animals are responsible for any damage caused by their animal and must take appropriate precautions to prevent property damage or injury. The cost of care, arrangements, and responsibilities for the well-being of a service animal is the sole responsibility of the individual at all times.

Service animals on Academy premises must:

1. Meet Legal Requirements: All federal, state, and local requirements for the presence of animals in public places must be followed, including licensure, vaccinations, ID tags, etc.

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<sup>1</sup> The Academy of Art University interprets all terms in this policy consistently with applicable federal, state and local law.



2. Behave Appropriately: Reasonable behavior is expected from service animals while on Academy of Art premises. The individual utilizing the service animal must always be in full control of the service animal. For example, if a service dog exhibits unacceptable behavior, the individual utilizing the service animal is expected to employ appropriate training techniques to correct the situation.
3. Adhere to Cleanup Rule: The individual utilizing the service animal must follow cleanup ordinances when the animal defecates, unless unable to do so due to their disability.

### **C. Service Animals in Academy of Art Housing**

Service animals may reside in Academy of Art housing as described in this section.

#### Procedures for Approval of Service Animals in Academy of Art Housing:

1. Incoming residents should notify the Academy of Art Housing of their service animal at the time of their initial housing application. Existing residents please notify housing at least four weeks prior to the date the animal is expected to be in residence.
2. Service Animal Information Required:
  - a. The prospective resident's explanation of the tasks the animal has been trained to perform as a disability-related accommodation.
  - b. An up-to-date color photo of your service animal that clearly shows their face and body.
  - c. A completed *Service and Emotional Support Animal Information and Registration Form*
  - d. A completed *Maintaining a Service or Emotional Support Animal in University Housing* form.

### **D. Emotional Support Animals in Academy of Art Housing**

ESAs are generally not permitted on Academy of Art premises, except in Academy of Art housing as a reasonable accommodation for an individual with a disability. Requests for ESAs in Academy of Art housing as an accommodation are evaluated on a case-by-case basis. Permission to have an ESA in Academy of Art housing does not authorize the individual to have the animal in any other Academy of Art facility or on the campus grounds at large.

#### Procedures for Approval of Emotional Support Animals in Academy of Art Housing:

1. Incoming residents must submit requests to have an ESA in Academy of Art housing at the time of their initial housing application. ESA requests should be submitted to Housing before the priority deadline. Existing residents must submit



requests at least four weeks prior to the date the animal is expected to be in residence.

2. ESAs are approved for one academic year (The fall semester marks the beginning of an academic year). Students must resubmit a request for an ESA prior to the start of each academic year.
3. The documentation must include:
  - a. A letter from a medical professional with an explanation of the individual's need for the support animal. Specifically, the documentation should provide responses to the following questions:
    - i. States the nature of the condition for which accommodation/modification is being requested
    - ii. How your diagnosis substantially limits a major life activity
    - iii. How an ESA will provide you with equal access to Housing and Residence Life
  - b. An up-to-date color photo of your ESA that clearly shows its face and body.
  - c. A completed *Service and Emotional Support Animal Information and Registration Form*.
  - d. A completed *Maintaining a Service or Emotional Support Animal in University Housing* form.
4. The request will be reviewed by Accessibility Resources. If the request is approved, the requesting individual must follow all sections of the Academy of Art University Service and Emotional Support Animal Policy.

## **E. Areas Off-Limits to Service Animals**

Service animals are allowed to accompany the individual with a disability at all times on campus except where service animals are specifically prohibited. Authorized emotional support animals are allowed only in Academy of Art housing. The following areas are generally off-limits to animals:

Mechanical Rooms/Custodial Closets: Mechanical rooms, such as boiler rooms, facility equipment rooms, electric closets, elevator control rooms, and custodial closets are off-limits to service animals. The equipment in these rooms may be harmful to service animals.

Areas Where Protective Clothing is Necessary: Any room where protective gear or clothing is worn is off-limits to service animals. Examples impacting students include the foundry, glass laboratory, wood shops, and metal-machine shops.



Areas Where There is a Danger to the Service Animal: Any room, including a classroom, where there are sharp metal cuttings or other sharp objects on the floor or protruding from a surface, where there is hot material on the floor (e.g., molten metal or glass); where there is a high level of dust, where there are harmful chemicals or materials, or where there is moving machinery, is off-limits to service animals.

Exceptions to Off-Limits Areas: Exceptions to off-limits areas may be granted on a case-by-case basis in consultation with the Accessibility Resources Office, Academic Department Directors, and the individual with a disability. In some cases, the Education Office may be consulted. The final decision shall be made based on the nature of the research or the machinery and the best interest of the animal.

## **F. Removal or Relocation of Service and Emotional Support Animals**

Service and emotional support animals may be ordered removed by the Accessibility Resources Office or the Education Office under certain circumstances, including the following reasons:

Disruption: The animal is unruly or disruptive (e.g., excessive barking or vocalizing, running around, jumping up on people). Any animal that exhibits aggressive or unsafe behavior may be prohibited from Academy of Art facilities.

Ill Health: Animals who are ill should not be taken into areas utilized by students, staff, or faculty. An individual with an ill animal may be asked to leave the Academy of Art facilities.

Uncleanliness: Individuals utilizing a service or emotional support animal must ensure that their animal is kept clean and well-groomed. Individuals with animals that are excessively unclean (e.g., flea-infested, foul-smelling, shedding excessively) may be asked to leave the Academy of Art facilities.

## **G. Grievance Procedures**

A decision may be appealed to the Vice President of Compliance, Anne Connors, [AConnors@academyart.edu](mailto:AConnors@academyart.edu). Additionally, students may file a grievance based on their decision. Please see instructions on how to file a grievance, published in the Academy of Art Course Schedule Catalog, or contact the Grievance Committee at 415-618-619 or [TTurney@academyart.edu](mailto:TTurney@academyart.edu). Appeals must be in writing and state a specific reason for reconsideration. Decisions on appeal to the Grievance Committee shall be final.