



# PACIFICA

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## GRADUATE INSTITUTE

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### **Service and Assistance Animal Policy 2016-2017**

Pacifica Graduate Institute recognizes the importance of Service Animals and Assistance Animals to individuals with disabilities and has established the following policy. This policy ensures that people with disabilities, who require the use of Service Animals or Assistance Animals as a reasonable accommodation, receive the benefit of the work or tasks performed by such animals or the therapeutic support they provide. Pacifica is committed to allowing people with disabilities the use of a Service Animal on campus to facilitate their full participation and equal access to the Institute's programs and activities. Set forth below are specific requirements and guidelines concerning the appropriate use of and protocols associated with Service Animals and Assistance Animals. Pacifica reserves the right to amend this policy as circumstances require.

#### ***Mandates***

The Service and Assistance Animal Policy is guided by the Americans with Disabilities Act (Service Animals) and Section 504 of the Rehabilitation Act of 1973 and the Fair Housing Act (Assistance Animals).

#### ***Definitions***

##### ***Service Animal***

A "Service Animal" is a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability. In some cases, a miniature horse may be permitted as a Service Animal. Other animals, whether wild or domestic, do not qualify as Service Animals. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service Animals are working animals, not pets. The work or task a Service Animal has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as Service Animals.

##### ***Assistance Animal***

"Assistance Animals" are (1) animals that work, provide assistance, or perform tasks for the benefit of a person with a disability, or (2) animals that provide emotional support which alleviates one or more identified symptoms or effects of a person's disability. Some, but not all, animals that assist persons with disabilities are professionally trained, while other Assistance Animals are trained by the owners. In some cases, no special training is required. Unlike a Service Animal, an Assistance Animal does not assist a person with a disability with activities of daily

living, nor does it accompany a person with a disability at all times. Assistance Animals may be considered for access to campus housing; however, they are not permitted in other areas of the institute (e.g. libraries, academic buildings, classrooms, dining halls, meeting spaces, etc.).

#### *Approved Animal*

An “Approved Animal” is a Service Animal or Assistance Animal that has been granted as a reasonable accommodation under this policy.

#### *Owner*

The “Owner” is the student or other covered person who has requested the accommodation and has received approval to bring the “approved animal” on campus.

#### ***Assistance Animals in Campus Housing***

*Assistance Animals may not be brought into campus housing without prior approval.* A person requesting permission to keep an Assistance Animal in campus housing must make a formal request to the Disability Services Office. To do so, the person should submit an Accommodations Request Form as well as documentation of his or her disability. This documentation should include verification of the individual’s disability from a physician, psychiatrist, social worker, or other mental health professional and a statement on how the animal serves as an accommodation for the verified disability.

#### ***Owner’s Responsibilities in Campus Housing***

1. Service Animals may travel freely with their owner throughout campus housing (and other areas of the institute). Assistance Animals must be contained within the privately assigned residential area at all times, except when transported outside the private residential area in an animal carrier or controlled by leash or harness. When outside the residence, the owner of an Assistance Animal shall carry proof that the animal is an Approved Animal.
2. Approved Animals must be taken with the student if they leave campus for a prolonged period.
3. The Owner is responsible for assuring that the Approved Animal does not unduly interfere with the routine activities of the residence or cause difficulties for students who reside there.
4. The Owner is financially responsible for the actions of the Approved Animal including bodily injury or property damage. The owner’s responsibility covers, but is not limited to, replacement of furniture, carpet, window, wall covering, and the like. The owner is expected to cover these costs at the time of repair.
5. The Owner is responsible for any expenses incurred for cleaning above and beyond a standard cleaning or for repairs to campus premises that are assessed after the student and animal vacate the residence. The institute shall have the right to bill the student account of the owner for unmet obligations.
6. The Owner must notify Disability Services in writing if the Approved Animal is no longer needed as an Approved Animal or will no longer accompany the owner to campus. To replace an Approved Animal the owner must file a new Accommodations Request Form.

7. The Owner agrees to continue to abide by all other residential policies.

### ***Guidelines for Maintaining an Approved Animal***

1. Service Animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.
2. Care and supervision of the animal are the responsibility of the individual who benefits from the Approved Animal's use. The owner is required to maintain control of the animal at all times and is responsible for the proper disposal of animal waste.

### ***Requirements for Faculty, Staff, Students, and Other Members of the Community***

*Members of the community are required to abide by the following practices:*

1. They are to allow a Service Animal to accompany its owner at all times and in all places on campus, except where animals are specifically prohibited.
2. They are not to touch or pet a Service or Assistance Animal unless invited to do so.
3. They are not to feed a Service or Assistance Animal.
4. They are not to deliberately startle a Service or Assistance Animal.
5. They are not to separate or to attempt to separate an owner from his or her Service or Assistance Animal.
6. They are not to inquire for details about the owner's disabilities. The nature of a person's disability is a private matter.

### ***Removal of Approved Animal***

The institute may exclude/remove a Service Animal only if: (1) the dog is out of control and the handler does not take effective action to control it or (2) the dog is not housebroken. When there is a legitimate reason to ask that a service animal be removed, staff will offer the person the opportunity to obtain goods or services without the animal's presence.

The institute may exclude/remove an Assistance Animal when (1) the animal poses a direct threat to the health or safety of others, (2) the animal's presence results in a fundamental alteration of the institute's program, (3) the owner does not comply with Owner's Responsibilities in Campus Housing section of this policy, or (4) the animal or its presence creates an unmanageable disturbance or interference with the Pacifica community.

### ***Areas Off Limits to Assistance Animals***

All areas except for privately assigned living space in campus housing are off limits to approved Assistance Animals without prior authorization from Disability Services.