

SERVICE and EMOTIONAL SUPPORT ANIMALS POLICY

This document describes the procedures for the use of service animals and emotional support animals on the Rhode Island School of Design campus. RISD complies with the Americans with Disabilities Act (ADA) in allowing use of service animals for students, staff and visitors. RISD also allows students the use of emotional support animals that are approved as an accommodation. Those with animals of any kind on campus are expected to adhere to the Campus Pet Policy.

DEFINITIONS

Service Animal:

A service animal is defined as any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the owner's disability. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

Emotional Support Animal/Comfort Animal:

An emotional support animal is a companion animal that provides therapeutic benefit to an individual with a disability; the animal is not individually trained. Emotional support animals are not limited to dogs and can be other species of animal. Emotional support animals are not considered service animals.

Owner/Handler: A person with a service or emotional support animal.

QUALIFYING TO HAVE A SERVICE OR EMOTIONAL SUPPORT ANIMAL ON CAMPUS

For an individual to qualify for having a **service animal** on campus:

- He or she must have a disability as defined by the ADA;
- The accompanying animal must be trained to do specific tasks for the qualified individual; and
- Students must apply for a Housing Accommodation through Residence Life if the service animal will be housed on the campus so that accommodations can be coordinated.

- Must contact Residence Life as early as possible to permit time to gather and review all necessary documentation.

Students who require the use of a service animal on campus are encouraged to contact Disability Support Services (DSS) to register as a student with a disability. Information provided to DSS is confidential, and specific information about the disability will not be released without the consent of the student.

NOTE: If the definition of a service animal is not met, then the use of the animal as emotional support may be allowed as a reasonable accommodation if appropriate.

For a student to qualify to have an **emotional support animal** in his or her residence hall:

- He or she must have a disability as defined by the ADA;
- He or she must be registered with the Disability Support Services Office; and
- The emotional support animal must be approved through the Disability Support Services office as an official accommodation.
- The owner must notify DSS if the animal is no longer needed or is no longer residing on RISD property. If the animal will be replaced, the owner must submit a new request.

RESPONSIBILITIES/REQUIREMENTS

SERVICE ANIMALS ON CAMPUS

Owner:

- Is responsible to attend to and be in full control of the service animal at all times. A service animal shall have a harness, leash, or other tether unless a) the owner is unable to use a harness, leash or tether, or b) using a harness, leash, or tether will interfere with the animal's ability to safely and effectively perform its duties.
- Is responsible for ensuring that the service animal is wearing a leash, harness, cape, or vest that identifies the animal as a service animal when on duty anywhere on campus.
- Is responsible for the costs of care necessary for a service animal's well-being. The arrangements and responsibilities with the care of a service animal are the sole responsibility of the owner at all times, including regular bathing and grooming as needed.
- Is responsible for independently removing or arranging for the removal of the service animal's waste in a timely and appropriate manner
- Is responsible for complying with local and state laws concerning licensing, animal rights and owner responsibilities. Service animals must be current with immunizations and wear a rabies vaccination tag. Annual documentation is required. Please visit this link for more information <http://www.providenceri.com/animal/licensing>
- Is responsible for paying for any damage to RISD property caused by the animal.
- Animals must leave campus with the student anytime the student leaves overnight and/or during college breaks.

- The college may prohibit the use of service animals in certain locations due to health and safety restrictions or places where the animal might be in danger. Restricted areas may include but are not limited to food preparation areas, specific workshops, boiler rooms, and other areas prohibited by law. Students should meet with the Coordinator of Disability Support Services to become aware of restricted spaces and identify alternative accommodations.

RISD Community:

- Must allow service animals to accompany their owners at all times and everywhere on campus where the general public (if accompanying a visitor) or other students (if accompanying a student) are allowed, except for places where there is a health, environmental, or safety hazard (contact the DSS office for specific guidelines on areas that can be restricted). The appropriate way to ascertain that an animal is a service animal is to ask (only if it is not apparent) if the animal is required because of a disability and what tasks it has been trained to perform. Specific questions about the individual's disability may not be asked.
- Contact DSS if any questions or concerns arise relating to service animals.
- Only two questions can be asked about service animals:
 - Is the Service Animal required because of a disability?
 - What work or task is the dog trained to perform?
- Do not ask questions about the disability.
- Do not pet or feed a service animal.
- Do not attempt to separate the animal from the owner.
- Do not startle or tease a service animal.
- Contact DSS if faculty/staff have any additional questions regarding visitors to campus who have service animals.
- Refrain from charging a fee for the service animal to reside in the residence hall, but may assess usual fees for any damages incurred
- Report any service animals who misbehave or any owners (or other individuals) who mistreat their service animals to the Department of Public Safety.

Disability Support Services (DSS):

- Is responsible for developing the necessary procedures for the college and facilitating the use of service animals by students on campus.
- Assists owners and the college community when questions or concerns arise relating to service animals on campus and seeks legal advice when necessary.

EMOTIONAL SUPPORT ANIMALS IN COLLEGE OWNED RESIDENCES:

Owner:

- Is responsible to attend and be in full control of the emotional support animal at all times. The emotional support animal shall have a harness, leash, tether or be transported in an

appropriate enclosure whenever it is outside of the residence hall room where it will be housed.

- In shared living spaces, the emotional support animal should be in an appropriate container if the owner is not in the room with the animal.
- Is responsible for following all rules related to the restrictions of animals from buildings on the campus other than their residence hall.
- Is responsible for the costs of care necessary for the emotional support animal's well-being. The arrangements and responsibilities for the care of an emotional support animal are the sole responsibility of the owner at all times, including regular bathing and grooming, as needed.
- Is responsible for not leaving the emotional support animal unattended for an unreasonable length of time.
- Is responsible for independently removing or arranging for the removal of the emotional support animal's waste in a timely and appropriate manner
- If the comfort animal voids on the floor or carpet anywhere inside a residence hall, the student is responsible to clean up promptly to the best of their own ability, as well as submit a work request with Facilities Management for the area to be properly disinfected. The student must pay all costs associated with such clean up.
- Is responsible for complying with local and state laws concerning licensing, animal rights and owner responsibilities. Emotional support animals must be current with immunizations and wear a rabies vaccination tag if appropriate. Annual documentation is required. Please visit this link for more information regarding the licensing of dogs: <http://www.providenceri.com/animal/licensing>
- Animals must leave campus with the student if student leaves overnight and during all college breaks if the student leaves campus.
- Emotional support animals are to remain only in the student's residential space; ESA's may not be in common areas, classrooms, shops, etc.
- Is responsible for paying for any damage caused to RISD property or pest treatment necessitated by the animal.
- Must abide by all applicable residential policies, including room inspections.
- Is responsible for notifying DSS and Residential Life if the emotional support animal is no longer needed.
- Must complete and submit Residence Life Animal Policy forms with immunization and licensing documentation to the Residence Life office.

RISD Community:

- Must allow emotional support animals to reside with their owners in their residence hall room or suite once they are approved as a disability related accommodation.
- Contact DSS if any questions or concerns arise relating to emotional support animals including any additional questions regarding visitors to campus who have emotional support animals.
- Report any emotional support animals who misbehave or any owners (or other individuals) who mistreat their emotional support animals to the Department of Public Safety and DSS.

- Refrain from charging a fee for the emotional support animal to reside in the residence hall, but may assess usual fees for any damages incurred.

Disability Support Services (DSS):

- Is responsible for developing the necessary procedures for the college and facilitating the use of emotional support animals by students on campus.
- Assists owners and the RISD community when questions or concerns arise relating to emotional support animals on campus and seeks legal advice when necessary.

IMPORTANT CONSIDERATIONS

A service or emotional support animal can be asked to leave or not allowed participation on campus if:

- The animal is found by the college to be out of control or disruptive and the animal's owner does not take immediate and effective action to control it.
- The animal is not housebroken or kept in a cage where waste can be managed effectively.
- The animal is found to be neglected or mistreated and prompt corrective action is not taken.
- The animal is physically ill.
- The animal is unreasonably dirty.
- A service animal attempts to enter a place on campus where the presence of a service animal causes danger to the safety of the owner or other students/members of campus.
- A service animal attempts to enter any place on campus where a service animal's safety is compromised.

Reminder: Emotional support animals are not allowed anywhere on campus, outside of the residence hall, where animals are not normally allowed

All animal owners must abide by applicable local ordinances. Rhode Island state law requires that all dogs over the age of four months be vaccinated against rabies, and be licensed through the local city and town. Please visit this link for more information:

<http://www.providenceri.com/animal/licensing>. There are also vaccination requirements for cats and other emotional support animals: <https://www.providenceri.com/animal/rabies-vaccination>.

Any service or emotional support animals who misbehaves or any owners (or others) who mistreat their service or emotional support animals should be reported to Public Safety.

Restricted Areas

The College may prohibit the use of a Service Animal in certain locations due to health or safety restrictions. Restricted areas may include but are not limited to food preparation areas, woodshops, classrooms that contain animals, areas that require protective clothing, and other areas as required by state or local laws. Exceptions to these restrictions may be requested and

will be considered on a case-by-case basis. Approved Emotional Support Animals are permitted only in the residence halls. Technicians and Faculty members with concerns about their particular spaces should contact Disability Support Services for guidance.

Significant allergies to animal dander and other concerns.

- Concerns of this nature will be addressed on a case-by-case basis. Disability Support Services will work in conjunction with the Office of Residential Life to alert potential roommates of the fact that an animal will be present in an effort to address concerns including those related to allergies and objections or fears related to certain types of animals as early as possible in the housing assignment process. Issues or concerns that may arise during the academic year should be reported as quickly as possible.
- Owners who have concerns about any matter affecting their use of a service or emotional support animal should contact Disability Support Services

Special Situations or Exceptions

Students should contact DSS to discuss any special situations regarding service animals or emotional support animals that are not covered by this policy, as well as any exceptions to this policy that might be requested by a student. All exceptions must be approved in writing by DSS.

Contact Information:

Disability Support Services
Phone: 401-709-8460
Email: bboyne@risd.edu

Residence Life
Phone: 401-454-6650
Email: housing@risd.edu

Public Safety
Phone: 401-454-6376

Students using a Service Animal or approved to have Emotional Support Animal in a RISD owned residence are required to sign the following document asserting that they have read and agree to all of the policies contained within this agreement.

Student signature

Date

Student name (printed)

DSS staff signature

Date

DSS Staff name (printed)

Emergency Contact Information (in the event that I am not able to care for my animal):

Name: _____

Relationship to Handler: _____

Phone number: _____

May, 2015