

## Registration of Service and Emotional Support Animal

Per the University Housing Pet policy, no animals (other than fish) are permitted in University Housing premises that:

- Are not approved by the Disability Resource Office (DRO),
- Are not approved by University Housing,
- Pose a direct threat to the health and safety of others,
- Would cause substantial damage to the property of the University or other residents,
- Would pose an undue financial and administrative burden to the University, and
- Would fundamentally alter the foundation of University's housing operations.

University Housing at NC State University welcomes Service and Emotional Support Animals that assist people with documented disabilities to fully access and participate in hall and community programs and activities. Set forth below are specific requirements and guidelines related to Service and Emotional Support Animals. University Housing reserves the right to amend these requirements and guidelines as circumstances require.

## Section I: Standards for Approved Service and Emotional Support Animals

All approved Service or Emotional Support Animals must comply with applicable laws/codes/ordinances regarding animals and their treatment and care:

- North Carolina ([www.ncleg.net/goscripts/statutes/statutesTOC.pl](http://www.ncleg.net/goscripts/statutes/statutesTOC.pl)),
- Wake County ([www.amlegal.com/codes/client/wake-county\\_nc/](http://www.amlegal.com/codes/client/wake-county_nc/)), and
- City of Raleigh ([https://www2.municode.com/library/NC/raleigh/codes/code\\_of\\_ordinances](https://www2.municode.com/library/NC/raleigh/codes/code_of_ordinances))

### 1. Approved Service and Emotional Support Animals must also meet the following standards:

#### a. Canine

- i. Immunizations must be up-to-date and a copy of the immunizations must be on file with University Housing. In consultation with the NC State College of Veterinary Medicine, these immunizations include: Rabies vaccine, DHPP (Distemper, Herpes Virus, Parvo Virus, Parainfluenza) vaccine, and Bordetella. Canine must also have a negative fecal examination.
- ii. Must be licensed and a copy of the license must be on file with University Housing.
- iii. Must be spayed or neutered. A copy of the veterinarian's report must be on file with University Housing.
- iv. Collars and tags must be worn at all times. When outside the residence hall or apartment, the dog must remain on a leash at all times. Dogs must never be allowed to run freely.
- v. Must be crated when in the owner's residence hall room or apartment bedroom when the owner is not present in the residence hall room or apartment bedroom.
- vi. Must possess friendly and sociable characteristics. University Housing reserves the right to restrict a specific dog from the premises based on any confirmed threatening, aggressive, or territorial behaviors.

- vii. Animal must be housebroken and trained not to relieve themselves indoors. Obedience training is highly recommended.

**b. Feline**

- i. Immunizations must be up-to-date and a copy of the immunizations must be on file with University Housing. In consultation with the NC State College of Veterinary Medicine, these immunizations include: RVRCP (Feline viral rhinotracheitis, Calicivirus, Panleukopenia) vaccine. Feline must also have a negative fecal examination.
- ii. Must be licensed and a copy of the license must be on file with University Housing.
- iii. Must be spayed or neutered. A copy of the veterinarian's report must be on file with University Housing.
- iv. Collars and tags must be worn at all times. When outside the residence hall or apartment, the cat must remain on a leash at all times. Cats must never be allowed to run freely.
- v. Must be crated when in the owner's residence hall room or apartment bedroom when the owner is not present in the residence hall room or apartment bedroom.
- vi. Must possess friendly and sociable characteristics. University Housing reserves the right to restrict a specific cat from the premises based on any confirmed threatening, aggressive, or territorial behaviors.

**c. Any Other Animal**

- i. May be considered on an individual case basis.
- ii. Animals, other than cats and dogs, to be housed in University Housing, must have an annual clean bill of health from a licensed veterinarian. Required immunizations will be determined in consultation with the NC State College of Veterinary Medicine. Documentation can be a vaccination certificate for the animal or a veterinarian's statement regarding the animal's health. University Housing has authority to direct that the animal receive veterinary attention.

2. The resident may only keep the animal indicated on the approved request. If at any time the registered animal is replaced with another animal, the owner must re-apply for approval with the new animal. The new animal is not permitted until appropriate documentation is submitted and the Executive Director of University Housing or their designee approves the new animal.
3. University Housing has the ability to relocate the owner and approved animal as necessary according to current contractual agreements, and the resident agrees to continue to abide by all other residential policies.
4. The University and/or University Housing are not responsible for the animal during a fire alarm, fire drill, natural disaster, or emergency situations requiring building evacuation.

**Section II: Standards of Behavior by Animal and Owner**

1. The owner must maintain health and care standards for the registered animal as follows:
  - a. Registered animals require daily food and attention, as well as a daily assessment by the owner of their general health, behavior and overall welfare.
  - b. Registered animals cannot be left unattended by the owner overnight at any time. If the owner is away, they must take the animal with them, or make arrangements for the animal to be cared for off campus. Per University Housing, issued keys are only for the use of the assigned resident. Residents are not permitted to give their key to any other individual as a solution for animal care.

- c. In the event the owner cannot care for their registered animal due to an unforeseen circumstance, including, but not limited, to short- or long-term medical treatment, quarantine or isolation housing in on-campus facilities, or another circumstance that requires the owner to leave the animal unattended overnight, the owner will provide University Housing with the following:
    - i. Local designee or emergency contact: name and contact information of an individual, separate from the owner, who will be on call to remove and care for the animal in the event that the owner is unable to care for the animal.
    - ii. For instances where the local designee or emergency contact is not able to assume responsibility for the animal, provide University Housing contact information for a local boarding facility where the owner has an established agreement to board the animal in cases of emergency.
    - iii. University Housing may move a registered animal to a local location at the owner's cost in the event that the owner must leave the animal unattended and the items above are not viable.
2. Sanitary standards must be maintained as follows:
- a. Animal feces, defined as any solid animal waste and litter box contents, must be disposed of properly. It is the owner's responsibility to remove feces from University grounds, secure waste in a plastic bag, and place it in the outside garbage dumpster. Cleanup must occur immediately. Animal feces may not be disposed of in any trash receptacle or through the sewer system inside any building at NC State University.
    - i. Residents must properly maintain litter boxes. Litter boxes must remain within the resident's assigned residence hall room or apartment bedroom. Litter box contents must be disposed of properly and regularly, and litter changed regularly as outlined by the manufacturer. To protect floors, litter boxes should be placed on mats that are large enough for the animal to walk off after utilizing the litter box and catch any spilled litter.
    - ii. Residents must address animal accidents immediately using appropriate cleaning products.
  - b. Regular and routine cleaning of floors, kennels, crates, cages, and litter boxes must occur. The odor of an animal emanating from the residence hall room or apartment bedroom is not acceptable.
  - c. Any bathing of the animal must occur off campus.
  - d. Any flea, tick or other pest infestation will be remedied at the owner's expense. University Housing licensed pest control staff may conduct planned inspections of the residence hall room or apartment, or at the time that an individual work order is received. If fleas or other pests are discovered, University Housing will make appropriate arrangements for extermination with any applicable costs charged to the owner's University account. Animal owners are encouraged to take precautionary measures such as: flea and tick medications as prescribed by a veterinarian, flea and tick prevention collars, and/or regular bathing with flea and tick shampoos. Not all of the precautions listed above can guarantee the prevention of flea or tick infestation. Subsequently, the owner is responsible for the cost of an extermination treatment of the infected area of residence hall or apartment after vacating the space.
3. Safety and Disruptive Behavior Expectations
- a. The owner of the animal is solely responsible for any damage to persons or property caused by the animal, including damage to the property of other Residents.

- b. Animals must not be allowed to disrupt others (i.e., excessive barking, growling, howling, squawking, etc.). Animals which constitute a threat or nuisance to staff, residents or property must be removed within 48 hours of notification from the Executive Director of University Housing or designee. If it is determined that the animal poses an immediate threat, Animal Control may be summoned to remove the animal. Any owner found not adhering to the removal of the animal will be in violation of the University Housing Agreement and will be subject to disciplinary action that may include termination of the agreement and all termination charges would apply. Upon removal of the animal, University Housing pest control staff will perform an inspection of the residence hall or apartment. The resident will be responsible for the cost of any damage as well as the extermination treatment. If the behavior of an animal is addressable by the owner and the behavior can be changed, the owner can appeal the removal of the animal by submitting a written action plan outlining the actions that will take place to remedy the behavior and a deadline as to the length of time the plan will take. The action plan will be reviewed by the Executive Director or designee. If approved, the animal will be permitted to remain and the situation re-evaluated at the end of the time granted in the appeal.
  - c. An animal must not be involved in an incident where a person experiences either the threat or actual injury as a result of the animal's behavior. All liability for the actions of the animal are the responsibility of the owner. Owners should consider appropriate liability insurance.
  - d. The animal owner will take all reasonable precautions to protect University staff, residents and their guest(s), as well as the property of the University and other residents. When the owner is not present, the animal should be crated or caged for maintenance and other University personnel (i.e., Fire Protection) to enter the room or apartment to perform emergency and other administrative tasks. If the owner is present at the time, the animal should be caged, crated, or removed from the space during the time personnel are in the space. The University and University Housing are not liable if an animal escapes during one of these visits.
  - e. The owner will notify University Housing residence hall or apartment staff (i.e., RA, desk/office staff, Administrative staff, etc.) if an animal has escaped its Confines.
  - f. Assistance animals are not permitted in the residence hall or apartment offices, administrative areas, common space, or shared resident living areas (including shared space within a suite or apartment).
4. Violations concerning any of the aforementioned may result in the resident having to find alternative off-campus housing for the animal and, as warranted, may also result in a resident being found in violation of their University Housing Agreement.

### **Section III: Cleaning and Damage**

1. Per the University Housing Agreement, it is the resident's responsibility to maintain the condition of the space and the furniture, and return the room in the same condition at the time of move-in. The owner of the animal is solely responsible for any damage to University property caused by the animal. This shall include the repair or replacement of any furniture, and any cleaning beyond what is routinely done for any room at the time of vacating. This may include, but is not limited to, extra steam cleaning of all carpets, furniture and other fabrics, the abatement of fleas and other pests, and deodorization of the space. Charges will be posted on the owner's individual University account.

2. At the end of the University Housing Agreement term, or when the animal is no longer in the space, the residence hall room or apartment will be assessed to determine if damage to property by the animal. University Housing pest control staff will inspect the space. University Housing reserves the right to inspect the space more frequently if damage is suspected or if there are concerns related to the owner's compliance to any of the items identified in this document.