

**PEOPLE CENTER  
ANIMAL POLICY**

---

**POLICY STATEMENT**

Faculty, Staff and Students are not allowed to have pets in any college buildings, including but not limited to classrooms, offices or residence halls; in College vehicles (including shuttle buses); or at College-sponsored events. Service Animals and Assistance Animals, as defined in the Service Animals and Assistance Animals section below, are exempt from this pet provision.

---

**SECTION I                    PURPOSE OF THE POLICY**

To define when an animal is allowed on the Champlain College campus and in College owned buildings, including the Lakeside campus.

---

**SECTION II                    DEFINITIONS**

This policy applies to all faculty, staff and students.

---

**SECTION III                    POLICY**

Faculty, Staff and Students are not allowed to have pets in any college buildings, including but not limited to classrooms, offices or residence halls; in College vehicles (including shuttle buses); or at College-sponsored events. Service Animals and Assistance Animals, as defined in the Service Animals and Assistance Animals section below, are exempt from this pet provision. Fish are permitted in residence halls in an aquarium that holds 10 gallons of water or less. Fish must be removed from the residence halls during extended break periods.

Service Animals and Assistance Animals

Champlain College recognizes that Service Animals and Assistance Animals can play an important role in facilitating the independence of some individuals with certain types of disabilities. In addition, the health and safety of Champlain College students, faculty, staff, and the Service Animal or Assistance Animal is an important concern. Therefore, Service Animals and Assistance Animals that meet the criteria described below will be exempt from the pet provision above.

College community members who have questions about the presence of Service Animals or Assistance Animals on campus should direct those questions to the Counseling Center and Accommodation Service (CAS) office or for employees, the People Center.



# CHAMPLAIN COLLEGE

## Service Animals

A Service Animal is defined under the Americans with Disabilities Act (ADA) as any dog (or in some cases, a miniature horse) that is individually trained to do work or perform tasks for the benefit of an individual with a disability. The work or task must be directly related to the person's disability. The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purposes of this definition (see "Assistance Animals," below). Service Animals in training who are with a member of the College community who has a disability, and with whom the animal will be working as a Service Animal, are provided the same rights as Service Animals under this policy.

Faculty, Staff and Students with Service Animals are permitted generally to bring their Service Animals in all areas of a place of public accommodation, such as classrooms, residence halls (including the private residence assigned to the student), activities and events, and dining facilities. However, Service Animals are not permitted if they pose a direct threat to health or safety, if their presence constitutes a fundamental alteration to the nature of a program or service, if they cannot effectively be controlled, or if they are not housebroken.

Faculty and staff planning to bring a Service Animal to campus are encouraged to contact the People Center. Students planning to bring a Service Animal to campus are encouraged to work closely with the Counseling Center and Accommodation Service (CAS) office. Students intending to keep a Service Animal in a residence hall must submit a request to CAS at least 30 days in advance on a form obtained from CAS. CAS may ask the student if the animal is required because of a disability, and what work or task the animal has been trained to perform, but will not ask about the nature of the student's disability for this purpose. CAS will not require documentation about the training of the Service Animal.

Faculty, Staff and Students are encouraged to provide identification that the animal is a Service Animal so that others are aware it is a working animal.

See below for a description of the faculty, staff and student's responsibilities and the reasons for removal of Service Animals.

## Assistance Animals

An Assistance Animal provides emotional support, comfort, companionship or therapeutic benefits. A person qualifies for reasonable accommodation involving an Assistance Animal under the Fair Housing Act if:

(1) The person has a disability; (2) the animal is necessary to afford the person with a disability an equal opportunity to use and enjoy the residence halls; and (3) there is an identifiable relationship between the disability and the assistance the animal provides.



## CHAMPLAIN COLLEGE

Assistance Animals are allowed generally within the residence halls, but not in other College buildings or college vehicles. The College will not, however, permit Assistance Animals in residence halls if they pose a direct threat to the health or safety of others; would cause substantial physical damage to the property of others; would pose an undue financial and administrative burden; or would fundamentally alter the nature of the College's operations.

Students planning to bring an Assistance Animal to campus must obtain approval from the Counseling Center and Accommodation Service (CAS) office by submitting a request to CAS at least 30 days in advance on a form obtained from CAS. CAS will ask the student about the student's disability and will ask for annual documentation from a physician, psychiatrist or other mental health professional that the animal provides support that alleviates symptoms of the disability.

See below for a description of the faculty, staff and student's responsibilities and the reasons for removal of Assistance Animals.

### Requirements of Service Animals, Assistance Animals and their owners include:

- The owner of the animal must be in full control of the animal at all times.
- Animals must be licensed in accordance with city regulations and, if appropriate, must wear a valid vaccination tag.
- Animals must be in good health. Any service/assistance animals occupying college housing must have an annual clean bill of health from a licensed veterinarian.
- Service Animals should wear some type of easily recognized identification symbol (i.e., harness, backpack).
- Students will provide documentation of the continuing need for the assistance animal on an annual basis.
- The owner is responsible for appropriate waste clean-up and overall cleanliness of the animal.
- The owner is responsible for the appropriate management of his or her animal in all College facilities. Disruptive and/or aggressive behavior on the part of the animal may result in the owner being asked to remove the animal from College facilities.
- The owner is responsible for any property damage or personal injury caused by the animal, or pest control (i.e. flea treatment) required because of the animal.

### Etiquette with Service Animals and Assistance Animals

- Do not pet a Service Animal or Assistance Animal without permission of the owner; petting a Service Animal when the animal is working distracts the animal from the task at hand. Service dogs typically wear a leather harness, scarf or sign to indicate they are working animals.
- Do not feed a Service Animal or Assistance Animal. The animal may have specific dietary requirements.



## CHAMPLAIN COLLEGE

- Do not deliberately startle a Service Animal or Assistance Animal.
- Do not separate or attempt to separate an owner from her or his Service Animal or Assistance Animal.
- Allow a service animal to accompany the owner at all times and everywhere on campus except where service animals are specifically prohibited. Assistance animals are not afforded this right, and may only be present in the student's housing if approved by CAS.

### Area Coordinators

Area Coordinators are professional staff who are required to live on campus in apartments located in student residence halls. In recognition of Area Coordinators' unique circumstances of establishing their permanent homes within student residence halls, the College permits Area Coordinators to keep up to two pets in their apartments in accordance with this Animal Policy.

The only pets that Area Coordinators are permitted to keep are dogs and cats, and, at the College's discretion, tanked/caged animals. Prohibited pets include, but are not limited to: large snakes, insects, large birds, flesh-eating fish, and venomous or poisonous reptiles and amphibians. Any animals deemed dangerous by the College, or illegal in Vermont, are not permitted.

Area Coordinator pets are allowed in the Area Coordinator's apartment only (except while in transit to/from the apartment), but not in other College buildings or college vehicles. The College will not, however, permit Area Coordinator pets in residence halls if they pose a direct threat to the health or safety of others; would cause substantial physical damage to the property of others; would pose an undue financial and administrative burden; or would fundamentally alter the nature of the College's operations.

Area Coordinators planning to bring pets to campus must obtain approval from the Directors of Residential Life & Student Activities by submitting a request at least 30 days in advance on a form obtained from the Directors.

See below for a description of the Area Coordinator's responsibilities and the reasons for removal of Area Coordinator pets.

### Requirements of Area Coordinator pets and their owners include:

- The owner of the animal must be in full control of the animal at all times.
- Animals must be licensed in accordance with city regulations and, if appropriate, must wear a valid vaccination tag.
- Animals must be in good health. Any Area Coordinator pets occupying college housing must have an annual clean bill of health from a licensed veterinarian.



## CHAMPLAIN COLLEGE

- The owner is responsible for appropriate waste clean-up and overall cleanliness of the animal.
- The owner is responsible for the appropriate management of his or her pet. Disruptive and/or aggressive behavior on the part of the animal may result in the owner being asked to remove the animal from College facilities.
- The owner is responsible for any property damage or personal injury caused by the animal, or pest control (i.e. flea treatment) required because of the animal.
- The Office of Residential Life is responsible for interpreting and enforcing Animal Policies applicable to residence halls, and may enact additional rules and procedures for Area Coordinators to follow as it deems appropriate.

---

### SECTION IV      POLICY ADHERENCE

All members of the Champlain community are expected to adhere to this policy.

Violations may be reported to Campus Public Safety. Violations related to pets in residence halls may be reported to the Dean of Students.

---

### SECTION V      CONTACT

People Center

Email: [peoplecenter@champlain.edu](mailto:peoplecenter@champlain.edu)

---

***The People Center policies and procedures are updated on an as-needed basis. As such, the College reserves the right to alter, amend or suspend the terms of this policy at its sole discretion; please refer to the policies posted on the People Center intranet site for the most current version. This policy does not constitute an employment contract.***

