

## Animals on Campus Policy

### **I. Policy Statement**

WPI allows animals to be on-campus or off-campus at a WPI education program or activity<sup>1</sup> for specific limited purposes. These purposes may include accommodations for students, faculty, staff, and visitors with disabilities in compliance with applicable state and federal laws, pets that may be brought on campus for casual use of the grounds, and special occasion visits by therapy animals.

### **II. Scope**

This policy sets forth guidelines and procedures for students, faculty, staff, and visitors who seek to bring a pet, assistance animal (such as service animal or an emotional support animal), or a therapy animal on campus or present at an off-campus WPI education program or activity.

This policy does not apply to the use of animals in research, testing, and education at WPI. The Institutional Animal Care and Use Committee (IACUC) at WPI is charged with overseeing and evaluating these uses, procedures, and facilities to ensure that it is consistent with all applicable guidelines, recommendations, and regulations. [This website](#) provides information on WPI's IACUC.

This policy does not apply to animals used in law enforcement. WPI Campus Police, independently or working with any federal, state, or local law enforcement agency, may be accompanied by law enforcement agency animal(s) in performing their duties on campus.

### **III. Definitions**

**“Assistance Animal”** means an animal that works, provide assistances, or performs tasks for the benefit of a person with a disability or provides emotional support that alleviates one or more identified symptoms or effects of a person’s disability. Assistance animals are not Pets. The two types of Assistance Animals are **Emotional Support Animals** and **Service Animals**.

**“Emotional Support Animal”** means an animal whose presence alone helps a person with a disability, such as by providing emotional support that alleviates one or more identified symptoms or effects of a person’s disability. An Emotional Support Animal is not a Service Animal and does not always accompany a person with a disability. Students with Emotional Support Animals are usually required to keep the animal in their residential space.

**“Pet”** means an animal kept for personal companionship. Pets are not **Assistance Animals** or **Therapy Animals**. Only Residential Services full-time professional staff member are permitted to have pets in the WPI residence halls.

**“Service Animal”** means a dog or miniature horse that is individually trained to do work or perform tasks for the benefit of a person with a disability. The work or tasks that a Service Animal

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<sup>1</sup> For purposes of this Policy, “on-campus” and “off-campus at a WPI education program or activity” will be referred to as “campus.”

has been trained to provide must be directly related to the person’s disability. Animals whose sole function is to provide comfort, emotional support, or companionship are not Service Animals. In Massachusetts, Service Animals in training have the same status as fully trained Service Animals.

**“Therapy Animal”** means an animal that is brought to campus by an individual or recognized group to participate in a range of animal-assisted activities, such as providing therapy. Therapy Animals must be registered with and certified by an animal-assistance intervention organizations after having been trained and completed a behavioral evaluation. Therapy Animals are not **Pets** or **Assistance Animals**.

**A table summary of these definitions, the approval required, and access to campus is attached as Appendix A.**

#### **IV. Policy**

##### **A. Bringing an Assistance Animal to Campus**

Before bringing an Assistance Animal to Campus – a Service Animal or an Emotional Support Animal – please review this Policy closely.

Questions and requests for approval can be directed to the Office of Accessibility Services (students) or the Division of Talent & Inclusion (staff). Visitors should let their WPI host know that they will be bringing an Assistance Animal to campus so appropriate accommodations can be made.

##### **1. Service Animals**

Service Animals are permitted to go wherever their handler is permitted on campus, subject to the provisions in Section IV(D) on expectations for all animals on campus.

Students, faculty, and staff with a Service Animal should notify the Office of Accessibility Services (students) or the Division of Talent & Inclusion (faculty and staff) before bringing their Service Animal to campus (if possible).

In accordance with state and federal law, if a person’s disability is not obvious, WPI may ask the person:

- (1) Is the dog or miniature horse a Service Animal that is required because of a disability?
- (2) What task or service the dog or miniature horse trained to perform?

WPI will not ask about the person’s disability, require medical documentation, require a special identification card or training documentation for the dog or miniature horse, or ask that the dog or miniature horse demonstrate its ability to perform the work or task.

##### **2. Emotional Support Animals**

Emotional Support Animals are a reasonable accommodation provided to persons on campus with a documented disability in accordance with the interactive process required by state and federal law.

Emotional Support Animals are also subject to the provisions in Section IV(D) on expectations for all animals on campus.

Students, faculty, and staff with an Emotional Support Animal must notify the Office of Accessibility Services (students) or the Division of Talent & Inclusion (faculty and staff) before bringing their Emotional Support Animal to campus.

**For Students:** An on-campus residential student who need an Emotional Support Animal in WPI housing must request permission to bring their Emotional Support Animal to campus at least 30 days before their intended arrival. Student must complete a request each year for which they will reside on campus.

1. The student must first submit the [Housing Accommodation Request Form](#).
2. The student may also be required to provide sufficient information and supporting documentation to the Office of Accessibility Services, if requested. Such documentation must be provided on the letterhead of the appropriate qualified professional(s) (i.e., treating/licensed physician, licensed mental health provider, animal trainer, etc.) and must permit WPI to determine (i) that the student has a disability for which an Emotional Support Animal is needed; (ii) the relationship between the student's needs and the assistance the Emotional Support Animal provides; and (iii) that the Emotional Support Animal is necessary to afford the student an equal opportunity to use and enjoy the WPI facilities.
3. The Office of Accessibility Services will evaluate the student's need for a reasonable accommodation for their disability and work with the student and other necessary WPI offices to a facilitate reasonable accommodation.
4. The Office of Accessibility Service may deny a student's request for an Emotional Support Animal if the presence of the animal (i) imposes an undue financial and/or administrative burden; (ii) constitute a fundamental alteration; (iii) poses a direct threat to the health and safety of others that cannot be reduced or eliminated; or (iv) or would cause substantial property damage to the property of others, including WPI property, that cannot be reduced or eliminated.

**For Faculty and Staff:** Faculty and staff who need an Emotional Support Animal with them in the workplace must request a disability accommodation from the Division of Talent & Inclusion before coming to campus with their animal.

1. The faculty or staff member must make this request via the [Disability Accommodation Form](#).
2. The faculty or staff member may also be required to provide sufficient information and supporting documentation to the Division of Talent & Inclusion, if requested. Such documentation must be provided on the letterhead of the appropriate qualified professional(s) (i.e., treating/licensed physician, licensed mental health provider, animal trainer, etc.) and must permit WPI to determine (i) that the faculty or staff member has a

disability for which an Emotional Support Animal is needed and (ii) the relationship between the person's needs and the assistance the Emotional Support Animal provides.

3. Requests by faculty and staff for an Emotional Support Animal will be assessed on a case-by-case basis.
4. The Division of Talent & Inclusion may deny a person's request for an Emotional Support Animal if the presence of the animal (i) imposes an undue financial and/or administrative burden; (ii) constitute a fundamental alteration; (iii) poses a direct threat to the health and safety of others that cannot be reduced or eliminated; or (iv) or would cause substantial property damage to the property of others, including WPI property, that cannot be reduced or eliminated.

### 3. Appeal Process for Denial or Removal of an Assistance Animal

If the Office of Accessibility Services has denied student's request for an Assistance Animal (Service Animal or Emotional Support Animal) on campus, or if a student's approved Assistance Animal has been removed from campus by WPI, the student may appeal under the [Office of Accessibility Services Grievance Procedure](#).

If the Division of Talent & Inclusion has denied a faculty or staff member's request for an Assistance Animal (Service Animal or Emotional Support Animal) on campus, or if a faculty or staff member's approved Assistance Animal has been removed from campus by WPI, the faculty or staff member may appeal under the WPI Employee Benefits & Policies Manual.

Appeal requests must provide additional information that was not available at the time of the original decision and must state a specific reason for the decision (denial or removal) to be reconsidered. WPI may refuse to accept any appeal that does not provide new or credible information. During the appeal, the original decision (denial or removal) will remain in place.

Appeals will be reviewed by a designated group of WPI stakeholders that consists of the Office of Accessibility Services, the Dean of Students Office, the Division of Talent & Inclusion, the Residential Services Office (if applicable), and the Office of the General Counsel.

### 4. Impacts on Other Members of the WPI Community

Individuals with medical condition(s) or disabilities that are affected by Service Animals or Emotional Support Animals may contact the Office of Accessibility Services (students) or the Division of Talent & Inclusion (faculty and staff) if they are concerned about exposure to a Service Animal or Emotional Support Animal.

WPI will follow all state and federal processes related to disability accommodations and may request additional documentation (such as medical documentation that identifies the condition(s) and the need for an accommodation). Action will be taken to consider the needs of both individuals and to resolve the problem as expeditiously as possible to reasonably accommodate both individuals.

## B. Bringing a Therapy Animal to Campus

WPI faculty and staff, individual students, or recognized WPI student organizations and departments/divisions may request approval for a Therapy Animal(s) to visit campus on a limited and structured basis, such as for mid-term examinations, final examinations, or other specified occasions.

1. Students and student organizations must submit a written proposal to the Student Activities Office at least 3 weeks in advance of the event. Faculty and staff and departments/divisions must submit a written proposal to the Division of Talent and Inclusion at least 3 weeks in advance of the event.
2. The proposal must specify:
  - i. The purpose of the Therapy Animal's visit to campus
  - ii. The intended date and length of time that the Therapy Animal will be on campus
  - iii. The identity of the certified handler/owner who will be always handling the Therapy Animal(s), along with their contact information
  - iv. How the WPI community will be notified of the presence of the Therapy Animal on campus
  - v. The on-campus location of the Therapy Animal. The Therapy Animal should be in an area that is easy for those who do not wish to interact with the Therapy Animal to avoid such contact. Therapy Animals are not permitted in food preparation or service areas.
3. The student, faculty, or staff member submitting the proposal must also provide the following information to the Student Activities Office or the Division of Talent & Inclusion (as applicable) from the Therapy Animal's certified handler/owner:
  - i. Documentation and certification of training as a Therapy Animal. The recognizing agency must be approved by the Commonwealth of Massachusetts.
  - ii. Any draft contracts between WPI and the certified handler/owner or their company related to the Therapy Animal's visit to campus.
  - iii. The certified handler/owner's certificate of insurance with commercial general liability coverage of not less than \$100,000 per occurrence. WPI must be named as an additional insured.
4. The Student Activities Office and the Division of Talent & Inclusion (as applicable) retain the right to deny a Therapy Animal's visit to campus in their sole discretion.

## C. Bringing a Pet to Campus

WPI students, faculty, staff or visitors may bring a Pet to campus for a short period of time (less than 12 consecutive hours). Pets are subject to the provisions in Section IV(D) on expectations for all animals on campus.

## D. Expectations for All Animals on Campus

## 1. Control & Leashing

The person bringing the animal to campus is required to control the animal at all times so that the animal does not unduly interfere with the routine activities of WPI or cause difficulties for campus community members. It is the responsibility of the person to ensure that others are not disrupted by an unattended animal.

Animals must be on a leash or harness and always monitored while on campus. Exceptions are permitted only if a **Service Animal** is performing a specific task that requires it to be unleashed or for **Service Animals** and **Emotional Support Animals** who may remain unleashed while in the student's individual room in the residence hall.

## 2. Access to Areas of Campus

**Service Animals** may travel with their handler to most areas of campus, unless the Service Animal's presence creates a health or safety issue. These spaces can include offices, academic spaces, fitness areas, dining areas, residence halls and residence hall courtyards while providing their service, libraries.

Service Animals are not permitted in certain research laboratories, custodial closets, machine shops, areas where protective equipment is necessary, areas where there is a danger to the Service Animal, meal preparation areas and outdoor athletic fields.

Individuals must contact WPI's Office of Environmental Health & Safety to discuss the safety risks to their Service Animal in the research laboratory or machine shop environment.

Students and faculty traveling on WPI-sponsored travel with their Service Animal must contact the Global Experience Office to discuss travel restrictions that may apply to Service Animals in advance of travel.

**Emotional Support Animals** are only permitted in designated areas on campus, as outlined in the student, faculty, or staff member's disability accommodations letter.

- For students, this may be their individual room in the residence hall, not common spaces in shared apartments or suites or common spaces, courtyards, or pathways.
- For employees, this may be their individual workspace or office on campus.

Students, faculty, and staff attending WPI-sponsored programs or activities off-campus with their Emotional Support Animal must contact the program host for any restrictions that apply to Emotional Support Animals. In particular, students and faculty traveling on WPI-sponsored travel with their Emotional Support Animal must contact the Global Experience Office to discuss travel restrictions that apply to Emotional Support Animals in advance of travel.

**Student's Pets** must remain in outdoor areas of campus, as they are not permitted in the residence halls or other campus buildings.

**Faculty and Staff Members' Pets** must remain in the faculty or staff member's individual workspace or office on campus or in outdoor areas of campus.

**Therapy Animals** must remain in outdoor areas of campus, or in the event space designated for the event that the Therapy Animal is attending.

Please be considerate of other community members and their working and living environments.

**All animals** that pose a direct threat to the health or safety of others, are disruptive to the WPI community, or fundamentally alter the space, will be asked to leave the area.

Specifically, animals are not permitted to:

- Encroach on others personal space
- Sit at tables in dining areas
- Be near the personal belongings of others
- Initiate contact with someone without the handler's direct permission
- Display any disruptive behaviors or noises (such as barking, whining, growling, or leaning against people)
- Block any aisle, entrance, exit, or passageway.

### 3. Care

The person bringing the animal to campus is always responsible for the animal's care and supervision; they may not transfer this responsibility to any other individual while on campus. All animals must be housebroken and spayed or neutered

In particular, the person bringing the animal to campus is responsible for:

- The cost of the animal's care
- The well-being of the animal, including preventative measures for flea, tick, and odor control and reactive measures if fleas, ticks, odor, or other pests are detected by WPI
- Cleaning up the animal's waste
- Toileting the animal in areas designated by WPI and consistent with the person's needs and abilities (if applicable)

**Emotional Support Animals** must be crated or caged when a student living in the residence halls is not in their room.

**Service Animals** and **Emotional Support Animals** must be taken with the student if they leave campus for a prolonged period, such as an overnight, extended weekend, or term break.

### 4. Licensing and Immunization

Please review the City of Worcester's requirements on licensing and immunizations here: <https://www.worcesterma.gov/police/animal-control>.

**Licensing:** All animals must meet the applicable licensing requirements of the City of Worcester and the Commonwealth of Massachusetts. Dogs are required to wear an identification tag, a





current rabies tag, and a dog license tag. For non-Massachusetts residents, home state tags may be accepted.

**Immunizations:** All animals must meet the applicable immunization requirements of the City of Worcester and the Commonwealth of Massachusetts. Further, WPI requires that all animals have documentation from a licensed veterinarian dated within the past year stating that the animal is in good health and is immunized against diseases common to that type of animal within the Commonwealth of Massachusetts.

5. Responsibility

Any person bringing an animal to campus is fully responsible for the actions of the animal on campus, including any damage, loss, or expense caused by the animal to WPI property or third party property as well as any injury caused by the animal to another person or animal.

In addition, from time to time, WPI may use pesticides, pest control devices, de-icing materials, cleaning supplies, and other materials for the maintenance and operation of the University. WPI is not responsible for any harm to animals on campus caused by such materials.

Students with a **Service Animal** or **Emotional Support Animal** may have their individual room in the residence hall inspected for damage, fleas, ticks, or other pests, as needed. If pests are detected, the student’s individual room in the residence hall will be treated and the student will be billed for the treatment of the residence hall room. WPI may also require students with a **Service Animal** or **Emotional Support Animal** to move out of their individual room in the residence hall due to excessive damage.

6. Exclusion and Removal of Animals from Campus

WPI may exclude or remove an animal, including a **Service Animal** or **Emotional Support Animal**, if the animal’s behavior or presence poses a direct threat to the health or safety of others; causes a disruption to the health, welfare, success, or access of members of the WPI campus community; or if the animal or its handler violate this Policy.

WPI may also exclude an animal, including a **Service Animal** or **Emotional Support Animal**, from areas where its presence fundamentally alters the nature of a WPI program or activity.

If the animal that is excluded or removed is a **Service Animal**, WPI will work with the person to explore options that do not include having the Service Animal on the premises. If the animal that is excluded or removed is an **Emotional Support Animal**, WPI will work with the person on other reasonable accommodations for their disability.

V. Questions

If you are a...	Please contact...
... student bringing a Service Animal or Emotional Support Animal to campus and/or on-campus housing	The Office of Accessibility Services



	<a href="mailto:accessibilityservices@wpi.edu">accessibilityservices@wpi.edu</a> 508-831-4908
... faculty or staff member bringing a Service Animal to campus	Division of Talent & Inclusion <a href="mailto:talent@wpi.edu">talent@wpi.edu</a> 508-831-5470
...a student or recognized student group seeking to bring a therapy animal to campus for a special occasion visit	Student Activities Office <a href="mailto:gr-sao@wpi.edu">gr-sao@wpi.edu</a> 508-831-5291
...an employee, department, or division seeking to bring a therapy animal to campus for a special occasion visit	Division of Talent & Inclusion <a href="mailto:talent@wpi.edu">talent@wpi.edu</a> 508-831-5470
... individual reporting a safety issue with an animal on campus	Campus Police <a href="mailto:police@wpi.edu">police@wpi.edu</a> 508-831-5433
... individual reporting an issue with an animal in any on-campus housing	Residential Services Office <a href="mailto:res-services@wpi.edu">res-services@wpi.edu</a> 508-831-5645

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**Policy Sponsors:** Office of Accessibility Services, Division of Talent & Inclusion, Residential Services Office

**Responsible Departments:** Office of Accessibility Services, Division of Talent & Inclusion, Residential Services Office, Student Activities Office

**Effective Date (i.e., date of Presidential Approval):** March 31, 2023

### Appendix A

<u>Types of Animal</u>		<u>Definition</u>	<u>Approval Required</u>	<u>Access To Campus</u>
<b>Assistance Animals</b>	<b>Service Animal</b>	A dog or miniature horse that is individually trained to do work or perform tasks for the benefit of a person with a disability.	OAS for students; T&I for employees	Most areas of campus, unless health or safety issue
	<b>Emotional Support Animal</b>	An animal whose presence helps a person with a disability, such as by providing emotional support that alleviates one or more identified symptoms or effects of a person’s disability.	OAS for students; T&I for employees	Designated areas on campus, as outlined in the disability accommodations letter
<b>Therapy Animal</b>		Animal brought to campus by an individual or recognized group to participate in a range of animal-assisted activities, such as providing therapy.	SAO for students; T&I for employees	Must remain in outdoor areas of campus, or in the event space designated for the event that the Therapy Animal is attending
<b>Pet</b>		An animal kept for personal companionship.	No approval required	<p><b><u>Students’ Pets</u></b> must remain in outdoor areas of campus, as they are not permitted in the residence halls or other campus buildings</p> <p><b><u>Faculty and Staff Members’ Pets</u></b> must remain in the faculty or staff member’s individual workspace or office on campus or in outdoor areas of campus</p>