



Kean University Service Animal Guidelines

I. Introduction & Purpose

Kean University, being mindful of the health and safety concerns of the entire University community, generally limits the presence of privately-owned animals on campus. Kean, however, is also committed to accommodating students and others with disabilities that require the use of service animals.

Animals are only allowed on campus when they are providing service or support to a member of the University or guest to campus as a reasonable disability accommodation. These guidelines apply to those individuals with disabilities who will be accompanied by a service animal while on campus and follow the requirements of the Americans with Disabilities Act and its amendments (ADA) and the regulations issued by the Department of Justice (DOJ).

II. Definition of Service Animals

Service animals, as defined by the ADA, are dogs that are “individually trained to do work or perform tasks for people with disabilities. 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 dog 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 under the ADA.”

https://www.ada.gov/service_animals_2010.htm

III. Service Animals Permitted On Campus

Service animals are permitted in all areas on campus where members of the public are allowed to go, when accompanying a student, guest or member of the public who has a disability, as defined by the ADA. When the need for a service animal is not apparent, Kean staff (including Kean Police) may ask the following two questions:

- 1. *Is the service animal required because of your disability?***
- 2. *If yes, then what work or task has the animal been trained to perform to assist with your disability?***

Exclusion for Areas of Safety:

It may be considered unsafe for service animals to be present in certain areas of Kean facilities, or during specific educational or recreational activities on campus. Each place or activity will be considered as to its risk potential by Kean staff, including a representative from ODS, the area director and/or professor. When it is determined that an area or activity is unsafe for the service animal, ODS will arrange reasonable accommodations for the student.

IV. Notification of Service Animal Use On-Campus

1. Students who intend to use a service animal on-campus must register and provide the following documentation to the Office of Disability Services (ODS):

- A. Current vaccination in accordance with local ordinances and regulations.
- B. Licensure in accordance with local ordinances and regulations. Dogs must wear license tags at all times.

Students are strongly encouraged to register their service animal with ODS. Registration of the service animal allows ODS to notify faculty that a student will be accompanied by a service animal in class and help prepare faculty for the dog's arrival. ODS can also be of assistance if use of a service animal requires a room change. Students are also strongly encouraged to have their service animal wear a vest identifying them as service animals.

2. Residential Students: When applying for housing, the student must disclose to ODS that they will be accompanied by a service animal on campus.

3. Guests of Residents: Residential students who are requesting a guest pass for a guest with a disability who will be accompanied by a service animal should disclose to Residential Student Services (RSS) staff that the guest will be accompanied by a service animal. Students are responsible for assuring that their guests comply with these guidelines when on campus.

V. Responsibilities of All Persons with Disabilities (Owners) Using Service Animals

1. All owners are responsible for any and all damages caused by their service animal on campus and must take appropriate precautions to prevent property damage and/or injury. If a student's service animal causes damage to Kean property, the cost of the damage will be assessed and assigned to the student's bill.

2. The cost of care, arrangements and responsibility for the health and well-being of the service animal are the sole responsibility of the owner at all times. **Service animals housed in Kean residences must be crated or caged when left unattended; they should not be left unattended for extended periods of time.**

3. Service animals must be under the full control of the owner at all times on campus. Reasonable behavior is expected from all service animals while on campus. If a service animal exhibits behavior that

could reasonably be deemed to be disruptive or detrimental to others, the owner is expected to take effective action to control the animal, correct the situation or remove the animal from the affected area. In addition:

- A. When outside of the owner's residence, the animal must be on a **fixed leash no longer than 6 feet**. It should never be permitted to wander the campus off leash even when accompanied by the owner. If special arrangements regarding the length of the leash are required, please contact ODS.
- B. The animal must be as unobtrusive as possible when in the presence of other members of the Kean community.
- C. The animal must be house-trained.
- D. Service animals are prohibited in kitchens and food preparation areas.

4. The owner is solely responsible for clean-up of waste when the service animal relieves itself. Service animal waste clean-up includes appropriate waste clean-up equipment and proper disposal of waste in an outside container. Individuals with disabilities who physically cannot clean up after their own service animal are still responsible for ensuring that waste is disposed of properly. ***Dogs cannot relieve themselves in the areas near Trotter's Creek that runs through the main campus.***

VI. Conflicting Needs

It is common for persons to have a condition that precipitates an allergic or other reaction to animals. Persons (including Kean faculty or staff) who have asthma/allergy/medical issues when in prolonged close proximity with a service animal on campus should be directed to ODS. Action will be taken to consider the needs of both persons to resolve the problem as efficiently and effectively as possible.

The guidelines addressing such conflicting needs also apply in the Kean residence halls. If there is a conflict within a residence hall that cannot be resolved between the two parties, then RSS and ODS will collaborate to reach a solution.

VII. Removal of Service Animals from Campus

A service animal may be removed from any area on the campus and may be prohibited from Kean facilities for the following reasons:

- a. **Disruption:** An owner may be directed to remove a service animal from a public or common area on campus when the animal is unruly or disruptive (e.g. barking, snapping, running around, bringing attention to itself, jumping up on people, escaping from cage or leash). If the improper behavior happens repeatedly, the owner may be prohibited from bringing the animal to campus until the owner can demonstrate that they have taken significant steps to mitigate the behavior. Any animal that exhibits aggressive or unsafe behavior may be prohibited from Kean facilities.

b. Threatening behavior: A service animal will be excluded from the campus when that animal's behavior or condition poses a direct threat to the health and safety of others, including other service animals, in Kean staff's sole discretion.

c. Ill health: Service animals that are ill should not be taken into public or common areas on campus. An owner with an ill service animal may be asked to remove the animal from Kean facilities.

d. Uncleanliness: Owners must ensure that their animals are kept in sanitary conditions and are clean and well-groomed. An owner of a service animal whose condition is excessively unclean or unsanitary (e.g., flea infested, foul-smelling and/or shedding excessively, urinating or defecating inappropriately) may be asked to remove the animal from Kean facilities.

Should an owner's service animal be ordered removed and prohibited from campus for any reason, ODS may afford the owner the option of continuing to attend the University with other reasonable accommodations.

VIII. Public Etiquette by the Service Animal

Kean University has an obligation to ensure the safety of all of its employees and students, as well as to take necessary steps to eliminate any undue interruption of the educational process and overall operation of the college. Therefore, the animal:

1. Must not be allowed to sniff people, store shelves, tables in eating areas, or personal belongings of others;
2. Must not initiate contact with other people or animals on campus;
3. Must not display any behaviors or noises that are disruptive to others, such as barking, whining, or growling; scratching doors or chewing on furniture or personal belongings of others;
4. Must avoid excessive personal grooming in public settings;
5. Must not block an aisle, passageway or fire/emergency exits;
6. Must be trained to not be attracted to food that may be in common areas; and
7. Must be house broken.

Breaches of public etiquette by service animals could result in removal of the animal from campus.

IX. Appeal Procedures

If an animal is removed from campus, the student may appeal this decision in writing to the Office of Affirmative Action Programs (OAAP). Appeals must state a specific reason(s) for why the owner believes the request should be reconsidered. OAAP may consider records and information relevant to the owner's appeal, whether submitted by the owner or obtained from any Kean office or staff person, including ODS and Kean Police. A decision on a service animal appeal shall be issued by the Office of Affirmative Action Programs in writing and shall be the final administrative action of Kean University.

X. Modification and Enforcement

The University reserves the right to amend and enforce these guidelines at its discretion.