



DIVISION OF STUDENT AFFAIRS

STUDENT DISABILITY RESOURCE CENTER

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Service Animal in Housing Notification Form

California State University Dominguez Hills ("CSUDH" or "University") recognizes the importance of Service Animals under the Americans with Disabilities Act (ADA) that perform tasks or do work for individuals with disabilities. CSUDH is committed to allowing Service Animals on campus in accordance with national, state, and city laws.

Definition

A Service animal is defined by the ADA as any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of a person with a disability, including physical, sensory, psychiatric, or intellectual/mental disability. The tasks or work performed by a Service Animal must be directly related to a person's disability. Tasks and work refer to the Service Animal taking a specific action when needed to assist the person with a disability. Species other than dogs and miniature horses are not considered Service Animals for this definition. The provision of Emotional Support, Assistance, Companion, or Therapy Animals does not constitute work or tasks for this definition.

Access to University Facilities by Service Animals

Service Animals will be permitted to accompany individuals with disabilities in all areas of CSUDH facilities where students, members of the public, and other participants in services, programs, or activities are allowed to go.

Domain and Control

A Service Animal must be housebroken (i.e. trained so that it controls its waste elimination, absence of illness or accident) and must be kept under control by a harness, leash, or other tether unless the person is unable to hold those, or such use would interfere with the Service Animal's performance of work or tasks. In such instances, the Service Animal must be kept under control by voice, signals, or other effective means.

Service Animals in Training

California law allows dogs that are being trained to be guide dogs for the blind, hearing assistance dogs, or assistance animals for persons with physical impairments to access CSUDH facilities.

Inquiries from University Staff or Faculty

A University faculty or staff member may not inquire about the nature or extent of your disability, but may ask the following questions when it is not readily apparent that the animal is a service animal:

- 1) Is the dog/horse required because of a disability? and;
- 2) What work or tasks has the dog/horse been trained to perform related to your disability?

Responsibilities of People with Disabilities Using Service Animals

CSUDH is not responsible for the care or supervision of a Service Animal. The Owner is solely responsible for the custody, care, cost, and supervision of the animal Service Animal, including:

1. The Owner must abide by current city, county, and state ordinances, laws, and/or regulations regarding licensing, vaccination, and other requirements for animals. It is the Owner's responsibility to be aware of and understand these ordinances, laws, and regulations. The University reserves the right to request documentation of compliance with such ordinances, laws, and/or regulations, which may include a vaccination certificate. The University also has the right to require documentation showing that the animal has been licensed.
2. When taking the Service Animal for natural relief, the Owner must accompany the animal. The Owner is required to avoid areas close to buildings or areas that may interfere with residents' enjoyment of the outdoor space. Areas that must be avoided include: volleyball court, large grass oval in the center of Phase 1, barbeque areas, or areas around outdoor living space (tables, benches, etc.). The Owner must clean up after the Service Animal immediately and dispose of the waste in one of the large, community trash receptacles. Disposal via university plumbing is strictly prohibited. Additionally, the University or University Housing has the right to determine a specific location for natural relief at any point.
3. The Owner is required to ensure the animal is always well cared for. Any evidence of mistreatment or abuse may result in immediate removal of the Service Animal and/or discipline for the individual responsible.
4. CSUDH will not ask for or require an individual with a disability to pay a fee or surcharge for a Service Animal.
5. An individual with a disability may be charged for any damage caused by their Service Animal beyond reasonable wear and tear to the same extent that it charges other individuals for damages beyond reasonable wear and tear. The Owner's living accommodations may also be inspected for fleas, ticks, or other pests if necessary, as part of the University's standard or routine inspections. If fleas, ticks, or other pests are detected through inspection, the residence will be treated using approved fumigation methods by a University-approved pest control service. The Owner will be billed for the expense of any pest treatment above and beyond standard pest management in the

residence halls. The University shall have the right to bill the Owner's account for unmet obligations under this provision.

6. The Owner must fully cooperate with University personnel regarding meeting the terms laid out herein and developing procedures for care of the animal (e.g., cleaning the animal, feeding/watering the animal, designating an outdoor relief area, disposing of feces, etc.).

7. Service Animals may not be left overnight in University Housing to be cared for by any individual other than the Owner. If the Owner is to be absent from their residence hall overnight or longer, the animal must accompany the Owner. The owner is responsible for ensuring that the Service Animal is contained, as appropriate, when the Owner is not present during the day while attending classes or other activities.

8. The Owner agrees to abide by all equally applicable residential policies that are unrelated to the individual's disability, such as assuring that the animal does not unduly interfere with the routine activities of the residence or cause difficulties for individuals who reside there.

9. The Owner must notify University Housing and the Student disAbility Resource Center in writing if the Service Animal is no longer needed or is no longer in the residence.

10. To replace a Service Animal, the Owner must notify University Housing and the Student Disability Resource Center and complete the Service Animal in Housing Notification Form for the new Animal.

11. CSUDH personnel shall **not** be required to provide care or food for any Service Animal, including, but not limited to, removing the animal during emergency evacuation for events such as a fire alarm. Emergency personnel will determine whether to remove the animal and may not be held responsible for the care, damage to, or loss of the animal.

12. The Owner must comply with the Student Code of Conduct.

13. The Service Animal's food, treats, or any other consumables must be kept in closed, sealed containers.

14. If the Service Animal escapes and cannot be located within ten minutes, the Owner must contact University Housing Staff immediately.

15. If Housing or University staff need to enter the unit, the Service Animal should be placed in its crate or put into the Owner's bedroom. In cases where this interferes with the animal's work, the Owner must control the animal. Per the Housing policy, the Owner shall receive proper notification of staff needing to enter the unit.

Exceptions and Exclusions

The SdRC, University Housing, or campus official will impose restrictions on, and may even exclude, a Service Animal in certain instances. Any animal may be excluded from an area in which it was previously authorized to be, only if:

- 1) The animal is out of control, and effective action is not taken to control it.
- 2) The animal is not housebroken.
- 3) The animal causes damage.
- 4) The animal poses a direct threat to the health or safety of others.
- 5) The owner does not appropriately discard waste.
- 6) The owner is found to be mistreating the animal.
- 7) The owner does not comply with the Owner's Responsibilities set forth above.

In considering whether a Service Animal poses a direct threat to the health or safety of others, CSUDH will make an individual assessment, based on reasonable judgment, current medical knowledge, or the best available objective evidence, to determine:

- 1) the nature, duration, and severity of the risk.
- 2) the probability that the potential injury will occur;
- 3) whether reasonable modifications of policies, practices, procedures, or the provision of auxiliary aids or services will mitigate the risk.

Removal for any reason of a Service Animal from University Housing does not include the termination of the Owner's Contract with the University.

Non-retaliation Provision

CSUDH will not retaliate against any person because that individual is living in University Housing with a Service Animal. Instances of retaliation should be reported to University Housing Staff or the Dean of Students immediately.

Voluntary Service Animal Registration Program (VSARP)

The VSARP is designed to provide additional support for students with Service Animals. By taking part in the VSARP, students will have the ability to inform their professors and university staff in advance that they will have a Service Animal in the class, lab, faculty/departamental/university offices, etc. If registered with the Student Disability Resource Center, the student's Accommodation Letter will include a Service Animal. Students will receive an ID card for their Service Animal, which indicates their participation in VSARP. Participation in the VSARP is completely voluntary and is at no cost to the student.

Owner/Handler Information:

Name: _____ Student ID#: _____

Phone #: _____ Email: _____

Address: _____
Address City State Zip

Is the dog/horse required because of a disability? Yes No

What work or task has the dog been trained to perform?

Service Animal Information:

Name: _____ Breed: _____ Color: _____ Weight: _____

City/County License Tag#: _____ Date of last rabies vaccination: _____

Are you registered with the Student Disability Resource Center? Yes No

I would like to participate in the Voluntary Service Animal Registration Program: Yes No

Please include the following items with this request form:

1. Current vaccination records;
2. Current animal registration records;
3. A recent photo of the Service Animal.

Acknowledgement and Release of Information Consent Form

By my signature below, I verify that I have read and understand the Service Animal Request Form and I agree to abide by the requirements applicable to Service Animals. I understand that if I fail to meet the requirements set forth, CSUDH has the right to remove the Service Animal, and I will nonetheless be required to fulfill my housing, academic, and all other obligations for the remainder of the housing contract.

I furthermore permit the Student disAbility Resource Center to disclose to others affected by the presence of my Service Animal (e.g., University Housing staff, potential and/or actual roommate(s), suitemate(s), or neighbor(s)) that I will be living with an animal. I understand that this information will be shared with the intent of preparing for the Service Animal's presence and resolving any potential issues associated with it. Such information should be limited to that related to the animal and should not include details about my disability.

Owner's Name

Owner's Signature

Date

To Be Completed by the Housing Committee:

Student disAbility Resource Center Representative

Date

Campus Housing Representative

Date