

Service Dog and Emotional Assistance Animal Procedure

All Service Dog and Emotional Assistance Animal requests must be submitted to the Office of Student Disability Services (OSDS) located in the Gooch Building. After OSDS has reviewed the health care provider's recommendations and approved the accommodation of a Service Dog or Emotional Assistance Animal, OSDS will forward the accommodation to the Student Housing office. Housing staff members should not take possession of any medical documentation. The student is responsible for submitting all other required documentation.

No animal will be permitted in residence halls or apartments that:

- Is not approved by the Office of Student Disability Services (OSDS)
- Is prohibited by the City of Corsicana Ordinances
- Is not approved by Navarro College Housing Department
- Poses a direct threat to the health or safety of others
- Would cause substantial physical damage to the property of the College and other residents
- Would pose an undue financial and administrative burden to the College
- Would fundamentally alter the nature of the College's housing operations

Standards for Approved Service Dogs or Emotional Assistance Animals

All approved service dogs or emotional assistance animals must comply with applicable laws regarding animals and their treatment and care. Navarro College will only approve one animal per resident, unless otherwise directed by OSDS, and all animals must also meet the following standards:

Service Dogs

- All required immunizations must be up-to-date and a copy of the immunization record must be on file with the Navarro College Student Housing office. (**Service Dog and/or Emotional Assistance Animal Procedure Acknowledgement and Information form**)
- Dogs must be licensed and a copy of the license must be on file with the Navarro College Student Housing office.
- Dogs must be spayed or neutered. A copy of the veterinarian's report must be on file with the Navarro College Student Housing office. (**Service Dog and/or Emotional Assistance Animal Procedure Acknowledgement and Information form**)
- A Certificate of Health signed by a veterinarian certifying the dog is healthy and free from any signs of infectious or contagious diseases, parasites, etc. must be on file with the Navarro College Student Housing office. (**Service Dog and/or Emotional Assistance Animal Procedure Acknowledgement and Information form**)
- A photo of the service dog will be taken at the beginning of the semester by a Navarro College Student Housing staff member and kept on file to aid in emergency situations should the dog or its owner be in danger.
- Collars and tags must be worn at all times. The dog must be kept on a leash at all times when outside the residence hall or apartment. Dogs must never be allowed to run freely.
- Dogs must possess friendly and sociable characteristics. A specific dog can be restricted from the premises by the Navarro College Student Housing Director or designee based on any confirmed

threatening or territorial behavior. Dogs that are classified as “Dangerous Dogs” (Texas Health and Safety Code Title 10, Chapter 833, Subchapter A, Sec. 822.041) and “Dangerous Animals”.

- Dog obedience and training programs are highly recommended.

Emotional Assistance Dogs

- All required immunizations must be up-to-date and a copy of the immunization record must be on file with the Navarro College Student Housing office. (**Service Dog and/or Emotional Assistance Animal Procedure Acknowledgement and Information form**)
- Dogs must be spayed or neutered. A copy of the veterinarian’s report must be on file with the Navarro College Student Housing office. (**Service Dog and/or Emotional Assistance Animal Procedure Acknowledgement and Information form**)
- A Certificate of Health signed by a veterinarian certifying the dog is healthy and free from any signs of infectious or contagious diseases, parasites, etc. must be on file with the Navarro College Student Housing office. (**Service Dog and/or Emotional Assistance Animal Procedure Acknowledgement and Information form**)
- A photo of the emotional support dog will be taken at the beginning of the semester by a Navarro College Student Housing staff member and kept on file to aid in emergency situations should the dog or its owner be in danger.
- Collars and tags must be worn at all times. The dog must be kept on a leash at all times when outside the residence hall or apartment. Dogs must never be allowed to run freely.
- Dogs must possess friendly and sociable characteristics. A specific dog can be restricted from the premises by the Navarro College Student Housing Director or designee based on any confirmed threatening or territorial behavior. Dogs that are classified as “Dangerous Dogs” (Texas Health and Safety Code Title 10, Chapter 833, Subchapter A, Sec. 822.041) and “Dangerous Animals”.
- Dog obedience and training programs are highly recommended.

Domestic Cats (Emotional Assistance Animals Only)

- All required immunizations must be up-to-date and a copy of the immunization record must be on file with the Navarro College Student Housing office. (**Service Dog and/or Emotional Assistance Animal Procedure Acknowledgement and Information form**)
- Cats must be spayed or neutered. A copy of the veterinarian’s report must be on file with the Navarro College Student Housing office. (**Service Dog and/or Emotional Assistance Animal Procedure Acknowledgement and Information form**)
- A Certificate of Health signed by a veterinarian certifying the dog is healthy and free from any signs of infectious or contagious diseases, parasites, etc. must be on file with the Navarro College Student Housing office. (**Service Dog and/or Emotional Assistance Animal Procedure Acknowledgement and Information form**)
- Collars and tags must be worn at all times. The cat must be kept on a leash at all times when outside the residence hall or apartment. Cats must never be allowed to run freely.
- A photo of the emotional support cat will be taken at the beginning of the semester by a Navarro College Student Housing staff member and kept on file to aid in emergency situations should the dog or its owner be in danger.

Any Other Animal

- To be considered on a case by case basis by the Housing Director or designee. Animals defined as “Dangerous Wild Animals” in the Texas Health and Safety Code §822.101 (big cats, apes,

bears, hybrids of these animals), primates, high rabies risk animals (bats, fox, raccoon, coyote) venomous animals, domestic animals with unknown health history are not allowed.

- A photo of the emotional support animal will be taken at the beginning of the semester by a Navarro College Student Housing staff member and kept on file to aid in emergency situations should the dog or its owner be in danger.

Standards of Behavior by the Animal and Animal Owner

Health, sanitary, safety, and disruptive standards must be maintained as follows:

- Animals require daily food and attention, as well as a daily assessment of their general health, behavior and overall welfare.
- Animals cannot be left unattended overnight at any time. If the owner must be away, they must either take the animal with them, or make arrangements for them to be cared for elsewhere, which does not include other residence halls or apartment spaces.
- Emotional Assistance Animals must not be taken into other residence halls or apartments, the Housing Office, administrative offices, common space or student living areas. Emotional Assistance Animals must remain in the approved room/apartment and may only be removed to be walked or to relieve themselves.
- Animal feces, defined as cat litter box contents and any solid animal waste, must be disposed of properly. It is the owner's responsibility to remove feces from College grounds, dispose of it in a plastic bag, and then place that bag in the garbage dumpsters outside. Cleanup must occur IMMEDIATELY. Animal feces may not be disposed of in any trash receptacle or through the sewer system inside any building on the Navarro College campus. Waste MUST be taken to any residence hall or apartment dumpster for disposal.
- Residents with cats must properly maintain litter boxes. In consideration of the health of the cat and occupants of the apartment or the residence hall room, cat litter box contents must be disposed of properly and regularly. The litter box must be changed with new cat litter regularly as outlined by the manufacturer.
- Animal accidents within the resident hall room or apartment must be promptly cleaned up using appropriate cleaning products.
- Regular and routine cleaning of floors, kennels, cages, and litter boxes must occur. The odor of an animal emanating from the residence hall room or apartment is not acceptable. (See Cleaning section below)
- Any flea infestation must be attended to promptly by the College contracted professional extermination company at the owner's expense. Owners are expected to promptly notify the on-call staff or College Housing Office and arrange for extermination when a problem is noted. Animal owners may take some precautionary measures such as: flea medications prescribed by a veterinarian, flea and tick collars, taking your animal to the veterinarian for flea and tick baths. However, Housing staff may not use chemical agents and insecticides to exterminate fleas and ticks. Because not all of the precautions listed above can prevent fleas and tick infestations, the owner is responsible for extermination costs after vacating the residence hall room or apartment.
- Animals must not be allowed to disrupt others (e.g., barking continuously, growling, yowling, howling, etc.). Animals which constitute a threat or nuisance to staff, residents or property, as determined by the Housing Director or designee, must be removed within seven (7) days of notification. If Navarro College Police Department personnel determine an animal poses an immediate threat, animal control may be summoned to remove the animal. If the behavior of an animal can be addressed by the owner and the owner can change the behavior of the animal so the

pet does not have to be removed, then a written action plan must be submitted by the owner. The action plan must outline the steps needing to take place to alleviate the problems and also must give a deadline as to length of time the plan will take to complete. Any action plan must meet the approval of the Housing Director or designee. The day after the deadline for removal from the apartment, Housing staff will do a residence hall room or apartment inspection to check damages and infestation and then the mandatory cleaning and extermination will be scheduled. Any animal owner found not adhering to the removal directive will be subject to disciplinary action, which could include contract cancellation.

- An animal must not be involved in an incident where a person experiences either the threat of or an actual injury as a result of the animal's behavior. The animal owner will take all reasonable precautions to protect college staff and residents, as well as the property of the College and of the residents.
- The owner will notify the Residence Life staff via the on-duty phone if the animal has escaped its confines and is unable to be located within eight (8) hours.
- All liability for the actions of the animal (bites, scratches, etc.) is the responsibility of the owner. Violations concerning any of the aforementioned may result in the resident having to find alternative housing off campus for the animal and, as warranted, may also result in a resident being in breach of their housing contract.

Cleaning and Damages

- When the resident moves out of his/her residence hall room or apartment, or no longer owns the animal, the residence hall room or apartment will be assessed to determine if damage to College property can be attributed to the animal. The Housing Department maintains the right to conduct residence hall room or apartment inspections annually for the purpose of assessing damage caused by the animal or otherwise determine the resident's compliance with this procedure.
- The animal owner has an obligation to make sure that the residence hall room or apartment is as clean as the original standard. If the residence hall room or apartment has carpeting, this also includes regular vacuuming and spot cleaning. Damages and extraordinary cleaning caused by the animal are the responsibility of the resident. Replacement or repair of damaged items will be the financial responsibility of the owner and assessed by members of the Housing staff.



**Service Dog and/or Emotional Assistance Animal Procedure
Acknowledgement and Information Form**

This form must be submitted and approved prior to animal occupying the assigned space.

Resident Name: _____

Animal Type: _____

Animal's Breed: _____

Animal's Name: _____

Most recent Rabies Vaccination date: _____
(Record must be attached)

Spay or Neuter date: _____
(Record must be attached)

Certificate of Health date: _____
(Record must be attached)

I acknowledge having read the Service and Assistance Animal Procedure and agree to abide by the terms and conditions.

Signature of Resident

Date

Resident's Printed Name _____

NC Student ID# _____

Building # _____

Room # _____

Signature of Director or Designee _____

Date _____

Director's or Designee's Printed Name _____



Service Dog and/or Emotional Assistance Animal Procedure Roommate Agreement Form

This form must be completed and submitted by each roommate/suitemate prior to the animal occupying the assigned space.

Resident Name: _____
(Animal Owner)

Resident Name: _____
(Roommate/Suitemate)

Resident Name: _____
(Roommate/Suitemate)

Resident Name: _____
(Roommate/Suitemate)

I acknowledge that my roommate _____ is allowed to have a service dog or emotional animal in their/our room.

Type of animal:
 Dog
 Cat
 Other (specify): _____

I **agree/do not agree** to reside with the resident with a service dog or assistance animal.
(circle one option)

I **consent/do not consent** to allowing the animal in the common living space.
(circle one option)

I understand I may complete the Service Dog and Emotional Support Animal Grievance Form and submit it to the Navarro College Housing office if the animal displays disruptive and/or threatening behavior.

I understand I will not be held responsible for any damages or cleaning costs associated with my roommate's/suitemate's animal.

Signature of Resident

Date

Printed name of Resident

Building #

Room #



**Service Dog and/or Emotional Assistance Animal Procedure
Grievance Form**

Resident Name: _____
(Animal Owner)

Person filing grievance (check one) Staff Resident Guest Other: _____

Printed Name

Building #

Room #

(Be specific and include exact location(s) if possible)

I have observed disruptive or threatening behavior by a service dog or emotional assistance animal on campus. The behavior happened as follows:

Signature

Date