

STANDARD ADMINISTRATIVE PROCEDURE

08.01.02.M0.02 Service Animals, Emotional Support Animals, and Other Animals on Campus

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Procedure Summary

Texas A&M University will comply with applicable federal and state laws regarding the provision of reasonable accommodations for employees, students and members of the public with disabilities regarding the use of service or emotional support animals on campus.

This procedure establishes the protocol for the presence of service, emotional support animals and other animals on the Texas A&M University campus. This procedure has been developed to provide guidance and instructions for those who bring or who come into contact with such animals on campus.

Definitions

Service Animal - a dog that is individually trained to do work or perform tasks for an individual with a disability. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, and alerting/protecting a person who is having a seizure. The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purposes of defining a service animal. Under certain circumstances, miniature horses may also be trained as service animals and be permitted within university buildings, where reasonable.

Service Animal in Training - a dog undergoing training to perform tasks for an individual with a disability. Service animals in training are allowed to enter any public facility when accompanied by an owner.

Emotional Support Animals - an assistance animal that provides emotional support that alleviates one or more identified symptoms or effects of a person's disability, as defined by the U.S. Department of Housing and Urban Development (HUD).

Individual with a Disability – a person with a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

Stray Animal - any dog, cat or other domestic animal on campus that is not under physical restraint, i.e., leashed or caged, whether accompanied by a person or not.

Feral Animal - an animal that is in or has reverted to an untamed state.

Wild Animal – an untamed animal living in its natural habitat.

Owner – owner, trainer or handler of the animal brought onto campus.

Official Procedure

1. SERVICE ANIMALS

- 1.1. Service animals and service animals in training are permitted on campus grounds and within Texas A&M University buildings with limited exceptions and restrictions. This practice follows the Americans with Disabilities Act (ADA), as amended.
 - 1.1.1. Service animals must either be trained or in training to work or perform tasks directly related to the individual's disability.
- 1.2. The ADA/Section 504 Coordinator will review and address requests to prohibit service animals and service animals in training access on a case-by-case basis when health and/or safety concerns and/or animal behaviors are a factor.
 - 1.2.1. If a service animal or service animal in training is refused access, Texas A&M University must give the owner the opportunity to obtain goods and services without the animal present.
- 1.3. Employees can verify a service animal or service animal in training by asking the owner the following two (2) questions:
 - (a) Is this a service animal required because of a disability?
 - (b) What work or task has the service animal been trained to perform?
 - 1.3.1 Employees cannot ask about the person's disability, require medical documentation, require a specific identification card or training documentation for the dog, or ask the dog to demonstrate its ability to perform the work or task.

- 1.3.2 To verify a service animal in training when the owner is not an individual with a disability, employees can ask what tasks or jobs the animal is being trained to perform for their future owner.
- 1.4. Service animals and service animals in training are not required to wear any type of service animal identification symbol while in public (e.g., vest, collar, or other representative attire).
- 1.5. A student who lives on campus in university-controlled housing is not entitled to reasonable accommodation unless one is requested. Students with disabilities requiring the use of a service animal and students without disabilities who wish to reside with a service animal in training must contact Residence Life to request permission to have the animal in the on-campus housing as reasonable accommodation prior to bringing the animal on campus. If approved, current vaccination records must be submitted to Residence Life.
 - 1.5.1. Animals are not allowed to reside in on-campus university-controlled housing except for approved service and approved emotional support animals. Students who do not contact Residence Life to request reasonable accommodation and bring an animal into housing are in violation of housing rules and will be reported to the Student Conduct Office.

2. EMOTIONAL SUPPORT ANIMALS (ESA)

- 2.1. Emotional support animals (assistance animals) are permitted within university controlled on-campus housing and those areas immediately surrounding the residential facilities on a case-by-case basis. Students seeking approval to possess an emotional support animal in university controlled on-campus housing will be required to request a reasonable accommodation by submitting an application and appropriate documentation to Disability Resources (DR). DR will review documentation and verify the need for the accommodation. If the need for the ESA is confirmed by DR, verification will be sent to Residence Life. Residence Life will review the type of animal requested, the nature of the on-campus housing facility, and determine if the specific animal requested is appropriate to reside in the on-campus community. If the animal is approved as a reasonable accommodation, Residence Life will then meet with the student to discuss relevant rules and procedures and review any necessary paperwork (such as vaccine records).
 - 2.1.1. Animals are not allowed to reside in on-campus university controlled housing except for approved service and approved emotional support animals. Students who bring an animal into housing and do not contact DR and Residence Life to request an emotional support animal as a reasonable accommodation are in violation of housing rules and will be reported to the Student Conduct Office.

- 2.2 Emotional support animals are not permitted in other university buildings without prior approval from the department head/dean, unit directors or facility coordinator with authority over the building. Such purposes shall be on a limited basis, may be withdrawn, and does not represent a university-granted accommodation.
- 2.3 Emotional support animals are not permitted in University Aggie Spirit buses, paratransit vans, and other support vehicles within Transportation Services Transit Operations.
- 2.4 Emotional support animals are not service animals and improperly representing an emotional support animal as a service animal is in violation of the State of Texas Human Resources Code Section 121.006(a) and may be a violation of the *Student Code of Conduct*.

3. OTHER ANIMALS

- 3.1 The owner or responsible party who wishes to bring an animal other than those described in section 1 or 2 of this SAP, onto campus is required to comply with this SAP and other applicable university procedures and department/unit rules. These animals are not allowed in university buildings without prior approval and not permitted in University Aggie Spirit buses, paratransit vans, or other support vehicles within Transportation Services Transit Operations.
- 3.2 Students must also follow [Student Rule 36. Animals on Campus](#).
- 3.3 Animals brought to campus as part of a one-time display, or a university sanctioned event or class are required to comply with university procedures and follow appropriate protocol for approval. This approval may require a certificate of insurance and animal health certificates.

4. OWNER RESPONSIBILITIES/ANIMAL BEHAVIOR

- 4.1. Owners must follow university, departmental/unit and/or Residence Life rules and/or restrictions.
- 4.2. Service animals and service animals in training must be under the control of their owner at all times (e.g., voice control, signals, or other effective means). Animals must be harnessed, leashed, or tethered.
 - 4.2.1. Exemptions:
 - 4.2.1.1. when the owner is unable to use the harness, leash, or other tether because of a disability; or
 - 4.2.1.2. the use of a harness, leash, or other tether would interfere with the animal's safety and/or effective performance of work or tasks for the disabled owner.

- 4.3 Individuals must not impede or interfere with a service animal's performance of its duties or place a person with a disability who is using an assistance animal, or an owner who is training a service animal, in danger of injury.
- 4.4 The animal must be licensed, registered and immunized as applicable and in accordance with the laws, regulations and ordinances of the State of Texas and county and city authorities. If the campus is located outside the State of Texas, the licenses, registration, and immunization must be in accordance with the laws applicable to that location.
- 4.5 Texas A&M University may require an individual to remove their animal from the premises under the following circumstances:
 - 4.5.1 The animal is not under the control of its owner and/or the animal's owner does not take effective action to control the service animal. (Please note: this includes but is not limited to, the animal walking around unaccompanied by the owner, the animal being left alone or with individuals other than the owner, excessive noise, disruptive behavior, or aggressive conduct.)
 - 4.5.2 The animal is not housebroken.
 - 4.5.3 The animal poses a direct threat to the safety of others.
- 4.6 Students will be held accountable for animal behavior and/or non-compliance with this procedure. Behaviors in or out of class that interfere with others or the operation of the university will be forwarded to the Student Conduct Office.
- 4.7 The animal must be in good health and care. Animals that are ill must not be taken into public areas. An owner with an ill animal may be asked to remove the animal from Texas A&M University premises. The owner is solely responsible for cleaning up after their animal.
- 4.8 The owner of the animal is solely responsible for the care and supervision of the animal, as well as for loss of services or any damage or injury caused by the animal while on university property. The owner may be billed for the expense of any damage to Texas A&M University buildings, furnishings, property, and/or grounds caused by the animal.
- 4.9 An animal left unattended in a vehicle or other area and is perceived to be in distress is to be reported to the University Police Department (UPD) for appropriate response. A person who leaves an animal unattended may be reported to UPD. Any animal found unattended in, or on, any campus facility may be impounded. Owners of an impounded animal will be held responsible for payment of any impoundment and/or license fees required to secure the release of their animal.

- 4.10 If an animal is found to be an immediate danger to the university community, that animal may be subject to immediate removal without the consent of the owner.

5. WILD, FERAL, OR STRAY ANIMALS

- 5.1 Wild animals will be left alone if no immediate threat to human safety or property is evident. If an animal is exhibiting dangerous or destructive behavior or posing an immediate threat, UPD must be notified immediately. UPD will monitor the animal until the appropriate party is contacted and arrives on the scene. If the animal is deemed a threat and immediate intervention is required, UPD may elect to remove the threat.
- 5.2 Individuals are discouraged from feeding wild, feral, and stray animals. This includes domesticated or feral cats, raccoons, opossums, skunks, squirrels, and any/all fauna which occur either naturally or unnaturally on the campus. This must not apply to food left out as bait for purposes of capturing or attracting animals for animal control or for educational purposes, as approved and monitored for research purposes.
- 5.3 Any person who vandalizes, removes, or deactivates an animal trap that has been set by Animal Control will be in violation of this procedure and will be responsible for replacement costs and/or subject to disciplinary action.
- 5.4 For the removal of a dead animal, call the Facilities & Energy Services Customer Service Center at 979-845-4311.

6. EXCLUDED ANIMALS

This procedure does not apply to the following animals:

- 6.1 Animals involved in authorized research;
- 6.2 K-9 animals (police dogs);
- 6.3 Fish for aquaria;
- 6.4 Official university mascot, Reveille; and
- 6.5 Horses as part of Parson's Mounted Calvary.

Related Statutes, Policies or Requirements

[System Regulation 08.01.02, Civil Rights Protections for Individuals with Disabilities and Certain Other Employees](#)

[System Regulation 08.01.01, Civil Rights Compliance](#)

[University SAP 08.01.01.M1.01, Investigation and Resolution of Allegations of Discrimination, Harassment, Retaliation, and/or Complicity Against Students, Employees, and Third Parties](#)

[University Rule 15.99.07.M1, Use of Vertebrate Animals](#)

[Student Rule 36, Animals on Campus](#)

[Section 504 of the Rehabilitation Act of 1973](#)

[Americans with Disabilities Act as Amended](#)

[Texas Commission on Human Rights Act \(Texas Labor Code, Title 2, Subtitle A, Chapter 21, Subchapter A\)](#)

[Texas Human Resources Code, Section 121.003-121.006](#)

[Health and Safety Code, Chapter 437, Section 437.023](#)

[Fair Housing Act](#)

Contact Office

[ADA/Section 504 Coordinator](#)

[Disability Resources](#)