

Lehigh University

Animals on Campus Policy

Scope

This policy applies to all members of the University community, including faculty, staff, students, contractors, and visitors.

Purpose

In limited circumstances, and from time to time, animals may be present on campus. Animals can pose a risk to members of the campus community, and certain campus facilities and activities may pose a risk to animals. This Policy establishes defined categories of animals and guidelines for their presence (or lack thereof) on campus, along with the responsibilities of the owner/handler of the animal. This Policy does not apply to the following:

- Wild animals;
- Research animals;
- Lehigh University Police Department Therapy Dog Program and K-9 units;
- Animals that are part of a University-approved event, such as visits from Therapy Animals; and/or
- Pets owned by employees (not including student workers) who reside in University housing, which have been approved by the Office of Housing Services prior to the Pet's arrival on campus, absent any contrary term in any lease or housing agreement, and which are subject to any restrictions imposed as a condition of the employee's use of such housing. The Owner/Handler must abide by the expectations of Owners/Handlers articulated in this Policy and any agreements entered into between the employee and University regarding the presence of the Pet in University housing.

Summary

The University is committed to creating and maintaining a welcoming and inclusive educational, working, co-curricular, social, and living environment for people of all abilities. The use of Service Animals and/or Assistance Animals on campus to facilitate full participation and equal access to the University's programs and activities for individuals with disabilities is important to the University and its mission. Therefore, Lehigh University allows animals in its buildings, vehicles or facilities when they are serving a University-approved purpose, and/or meet the definition of a Service Animal or Assistance Animal as provided in this Policy. The University does not otherwise permit animals in its buildings, facilities, vehicles, or on its grounds, except as described in this Policy. The University may exclude an animal from campus if it causes disruption, threatens the health and safety of others, or otherwise fails to meet the criteria contained in this Policy.

Except as otherwise provided in this Policy, animals may not enter any:

- (a) University building, facility, or vehicle; or
- (b) enclosed or delineated outdoor athletic or recreational facility not open to the general public.

Definitions

Assistance Animal: An animal that works, provides assistance, or performs tasks for the benefit of a person with a disability, or that provides emotional support that alleviates one or more identified effects of a person's disability. An Assistance Animal is neither a Pet nor a Service Animal (as that term is defined by the Americans with Disabilities Act (ADA) and this Policy). An Assistance Animal may also be referred to as a companion, comfort, or Emotional Support Animal (ESA). Assistance Animals are generally considered a housing accommodation only.

Disability: A physical or mental impairment that substantially limits one or more major life activities, as defined by the Americans with Disabilities Act (ADA).

Emotional Support Animal: See definition of "Assistance Animal."

Owner/Handler: A person with a Service Animal or an Assistance Animal and who is responsible for the animal as detailed in this Policy.

Pet: Any animal kept for pleasure, recreation, or companionship that is not trained or used as a Service Animal or Assistance Animal.

Service Animals: Dogs or miniature horses 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, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, or performing other duties. The work or task a dog or miniature horse has been trained to provide must be directly related to the person's disability. Service Animals are not pets; they are working animals. Dogs or miniature horses whose sole function is to provide comfort or emotional support do not qualify as Service Animals under the ADA.

Therapy Animals: Any animal trained and certified to provide comfort, not exclusive to its Owner/Handler. Therapy Animals are invited guests to the campus community. They do not have protected rights under the ADA or Fair Housing Act (FHA).

Guidelines and Categories of Animals

A. Service Animals

Service Animals perform an active role in relation to the person that they serve; therefore, Service Animals are permitted anywhere on campus where the Owner/Handler is permitted to be, including indoor spaces such as classrooms, libraries, etc., unless the presence of the Service Animal would pose a fundamental alteration to a program or activity, or would result in a health or safety risk to the Service Animal or some aspect of the environment. For example, some locations and activities may not be suitable for a Service Animal, such as research and teaching laboratories or clinics, mechanical rooms/closets, and/or food service preparation areas. Access to these and other locations may be granted on a case-by-case basis following an individualized review and risk assessment by the University offices identified below.

Service Animals do not need to be pre-approved by the University as a reasonable accommodation. However, **the University strongly encourages the Owner/Handler to voluntarily register their Service Animal with the appropriate University office prior to bringing the Service Animal to campus.** Registration with these offices allows notification to other campus partners of the Service Animal's presence for safety and emergency support for both the Service Animal and the Owner/Handler, and to preemptively address any questions or concerns regarding the Service Animal's presence in classes, recreational activities, the workplace, etc.

Students should contact the following office:

Disability Support Services

Dean of Students Office
Williams Hall, Suite 301
610-758-4152
indss@lehigh.edu

Employees should contact the following office:

Accommodations Specialist

Human Resources Office
306 S. New Street, Suite 437
610-758-3698
inada@lehigh.edu

Additionally, residential students and live-in campus professionals with Service Animals should notify Housing Services prior to move-in of their intention to bring a Service Animal to campus so that any arrangements necessitated by the presence of the Service Animal may be made in a timely manner prior to the Service Animal's arrival.

When not readily apparent that the dog or miniature horse is a Service Animal, the University may ask the following questions to determine the status of the animal and its presence in the University community:

- 1) Is the dog or miniature horse a Service Animal required because of a disability?
- 2) What work or task has the dog or miniature horse been trained to perform?

A Service Animal must be under the control of their Owner/Handler at all times. The Service Animal must be harnessed, tethered, or leashed, unless those devices would interfere with the Service Animal's ability to conduct its work or tasks in a safe, effective manner or the Owner/Handler's disability would prohibit or prevent the use of these devices. In those circumstances, the Owner/Handler must maintain control of the Service Animal by other effective means, such as through voice controls or signals.

Only dogs and miniature horses are recognized as Service Animals by the ADA. Service Animals may be any breed or size of a dog or miniature horse, and are not required to wear a vest or other ID that identifies them as a Service Animal. However, while Service Animals are not required to wear a vest or other identification that states they are a Service Animal, it is recommended that a Service Animal do so whenever practical in order to avoid any unwanted interaction or interference with a Service Animal performing its work or tasks.

B. Service Animals in Training

Service Animals in Training are treated in the same manner as fully trained Service Animals under Pennsylvania law, and the provisions of this Policy pertaining to Service Animals also pertain to those Service Animals in Training.

C. Service Animals in Laboratories

Certain situations or environments may be considered unsafe for Service Animals where risks such as potential hazards due to chemicals used and/or the layout of the space may risk the safety of the Service Animal and/or the Owner/Handler or others in the space. Discussions and the interactive process must be utilized prior to the Service Animal's presence in the laboratory in order to make an informed decision on restrictions, if any, that should be implemented to address the Service Animal's presence in the laboratory. Disability Support Services and/or the Accommodations Specialist, depending on the constituency of the individual with the Service Animal, and Environmental Health & Safety will work together with the Owner/Handler to decide what restrictions, if any, are implemented. These offices should consult with other relevant offices/individuals as needed.

When considering the best way to safely facilitate the presence of a Service Animal in a laboratory, the relevant offices should gather information including the following:

- The work or task the Service Animal provides;

- The person's need for the Service Animal's services during the person's time in the laboratory and whether there are acceptable alternative ways of providing those services;
- The physical layout of the laboratory to identify both safe and potentially hazardous areas for the Service Animal;
- Potential hazards due to substances used and operations conducted in the laboratory;
- Emergency procedures for both the Service Animal and the Owner/Handler;
- Appropriate protective clothing and/or equipment for the Service Animal;
- The way the Service Animal alerts the Owner/Handler to warn or protect them; and
- Steps to minimize or prevent negative impact to others in the laboratory.

Personal protective equipment for Service Animals that may be exposed to hazards such as chemicals, sharp objects, or other environmental hazards could include, but are not limited to, the following:

- Protective eyewear (goggles)
- Booties
- Vests
- Floor covering

D. Assistance Animals

Assistance Animals, as that term is defined by the Fair Housing Act (FHA) and applicable state law and incorporated into this Policy, differ from Service Animals; therefore, different guidelines apply to their presence at the University. In addition, Assistance Animals are generally considered a housing-related accommodation and are therefore more restricted in the spaces they can access at the University. Assistance Animals require pre-approval as a reasonable accommodation.

The University welcomes the presence of approved Assistance Animals as a reasonable accommodation for individuals with disabilities who reside in University housing, including live-in professional staff members. Unlike a Service Animal, an Assistance Animal is not automatically granted access to places of public accommodation, and is limited to the Owner/Handler's living space and suite common areas. Assistance Animals are therefore not otherwise permitted in the classroom or the workplace.

Any qualified individual with a disability who resides in on-campus housing and wishes to live with an Assistance Animal as a reasonable accommodation must first seek an accommodation utilizing the University's prescribed request processes. All required information and documentation must be provided to the applicable office (identified below) before a determination may be made regarding the request for an Assistance Animal. Before an Assistance Animal may be

brought to campus, the appropriate University office must first approve the presence of the Assistance Animal.

Students should contact the following office:

Disability Support Services

Dean of Students Office
Williams Hall, Suite 301
610-758-4152
indss@lehigh.edu

Employees should contact the following office:

Accommodations Specialist

Human Resources Office
306 S. New Street, Suite 437
610-758-3698
inada@lehigh.edu

Assistance Animals are limited to University housing and are not permitted outside the individual's living space and/or common areas except for building egress and ingress, designated outdoor areas for relief, and outside areas in which visitors may bring pets (in which case the Owner/Handler will be required to abide by all applicable animal/pet policies).

Assistance Animals are not permitted in any other University buildings, facilities, or vehicles without prior approval from the applicable University office noted above.

The approval of an Assistance Animal, if granted, is animal-specific, meaning a new request must be made for an Assistance Animal if the individual would like a different animal designated by the University as an Assistance Animal.

E. Pets

Pets are any animal kept for pleasure, recreation, or companionship that is not trained or used as a Service Animal or Assistance Animal.

The University permits students and those individuals residing in on-campus University housing to maintain non-predatory fish in properly maintained aquariums of 10 gallons or less with noise-free compressors for filters. University employees (not including student workers) who reside in University housing may also have one dog or one cat, within the limitations articulated in any agreement entered into between the employee and the University regarding the presence of the Pet in University housing. University employees who reside in University housing must obtain approval by the Office of Housing Services prior to the Pet's arrival on campus.

No other Pets are permitted in University buildings, including housing, facilities, or vehicles, or in any enclosed or delineated outdoor athletic or recreational facility not open to the general public. Pets must remain on a leash at all times while on University property.

Failure to comply with this provision may result in disciplinary action, including but not limited to, any and all costs incurred by the University relating to the cleaning or repairing of housing, facilities, and/or vehicles.

Owner/Handler Responsibilities

Owners/Handlers are responsible for meeting all applicable requirements under this Policy, and for continuing these responsibilities for the duration of the time that they utilize a Service Animal, approved Assistance Animal, or permitted Pet at the University under this Policy.

A. Licensing

All animals covered by this Policy must be licensed and vaccinated in accordance with applicable state, county, and local laws. Animals must be registered as required by applicable laws and regulations and any tags certifying compliance with such requirements must be worn by the animal at all times. Documentation relating to licensure and vaccination status must be available upon request by the University. Failure to do so could result in the removal of the animal from the premises.

B. Care

Whether it be a Service Animal, Assistance Animal, or Pet, the Owner/Handler is responsible for the animal and for its safety, health, behavior, and actions at all times, including during emergencies. Animals must be in good health and maintain good hygiene. It is the sole responsibility of the Owner/Handler to maintain the animal's health and hygiene.

Except as otherwise set forth in this paragraph, animals may not be left unattended at any time or in the care of another individual when the Owner/Handler is not present. Animals must be under the control of their Owner/Handler at all times. The animal must be crated, harnessed, tethered, or leashed when in public spaces. If the Owner/Handler intends to be away from the residence hall or other on-campus residential building overnight or for a prolonged period of time, the individual must take the animal with them and may not leave the animal in the care of another student or employee. If the animal is otherwise left unattended in the on-campus residential building for a reasonable, brief period of time, such as while attending class, the animal must be secured in the Owner/Handler's room.

Costs to repair damage to University housing, facilities, vehicles, etc. beyond reasonable wear and tear that is caused by the animal will be charged to the animal's Owner/Handler.

The animal may not cause a substantial disruption to the community (including faculty, staff, students, visitors, etc.), including excessive noise, odor, and/or out of control behavior of the animal that is not immediately curtailed by the Owner/Handler. The Owner/Handler is also responsible for cleaning up and disposing of the animal's waste and properly cleaning impacted areas.

The Owner/Handler is responsible for all financial obligations relating to the animal, including any damage caused by the animal to property or persons.

C. Removal of Animal

Dangerous, illegal, or poisonous animals are not permitted.

An Owner/Handler may be asked to remove an animal from University premises, even if the animal is a Service Animal or has been pre-approved by the University as an Assistance Animal, if the animal presents a legitimate health or safety concern. Health and safety concerns may include, but are not limited to, the following:

1. The animal is not under the effective control of the Owner/Handler, and the Owner/Handler does not take effective action to control it;
2. The animal is not housebroken;
3. The animal is not under the supervision or direct care of its Owner/Handler;
4. The animal does not have current vaccinations, is not properly licensed, or does not wear required tags;
5. The animal poses a direct threat to a member of the campus community; or
6. The animal causes disturbances due to noise, odor, or behavior.

If an animal is removed from the premises for any reason, the Owner/Handler must make arrangements to ensure for the care and supervision of the animal, even if the Owner/Handler chooses to remain on University property. The animal may not be left unsupervised or unattended. The University will not take responsibility for the care of the animal, even during emergencies.

Expectations of the Campus Community

Members of the University community may not ask individuals accompanied by a Service Animal or utilizing Assistance Animals the nature or extent of a person's disability. If an individual has questions about the presence of an animal on campus, they should contact Human Resources (HR) or Disability Support Services (DSS).

Members of the campus community are expected to allow Service Animals to accompany their Owner/Handler wherever the Owner/Handler is present within any

limitations established by the University. Members of the community may not touch or feed a Service Animal or Assistance Animal without the express permission of its Owner/Handler or otherwise disrupt, disturb, provoke, or injure a Service Animal or Assistance Animal.

Fraudulent Representation of a Service Animal

Pennsylvania law prohibits the fraudulent misrepresentation of an animal as a Service Animal. Such misrepresentation also violates this Policy and may subject the Owner/Handler to disciplinary action.

No Retaliation

An Owner/Handler will not be retaliated against for utilizing a Service Animal or requesting an accommodation of an Assistance Animal in good faith. Lehigh University also encourages all supervisors to notify HR immediately of any faculty or staff accommodation request(s) brought to their attention to ensure that the proper process is followed. Faculty and staff members are encouraged to notify DSS immediately of any student accommodation request(s) brought to their attention to ensure that the proper process is followed.

Faculty and staff members should not implement accommodations regarding animals without consulting with HR or DSS and ensuring the proper accommodation request process has been followed. Faculty and staff members shall implement reasonable accommodations that HR or DSS recommend (in consultation and coordination with HR/DSS), keep the disability request confidential, and monitor any interactions with the requesting individual to ensure that such interactions are not legitimately construed as retaliatory.

Grievances

Lehigh University strongly encourages all faculty, staff, and students to continue efforts to engage in the interactive process as prescribed by the ADA and to utilize the informal resolution of accommodation-related disputes prior to pursuing a formal appeal regarding limitations or denials relating to Service Animals and/or Assistance Animals. It is recommended that individuals address their concerns directly with the staff member they are working with, or that individual's supervisor, in an effort to resolve the issue without needing to take additional action. However, a formal appeal may be filed at any time.

Students interested in filing a formal appeal and utilizing the formal grievance procedure should contact DSS for more information.

Employees interested in filing a formal appeal and utilizing the formal grievance procedures should contact the Accommodations Specialist in HR for more information.

Discrimination and Harassment

As per Lehigh University's [Policy on Harassment and Non-Discrimination](#):

Lehigh University upholds The Principles of Our Equitable Community and is committed to providing an educational, working, co-curricular, social, and living environment for all students, staff, faculty, trustees, contract workers, and visitors that is free from harassment and discrimination on the basis of age, color, disability, gender identity or expression, genetic information, marital or familial status, national or ethnic origin, race, religion, sex, sexual orientation, or veteran status. Such harassment or discrimination is unacceptable behavior and will not be tolerated. The University strongly encourages (and, depending upon the circumstances, may require) students, faculty, staff or visitors who experience or witness harassment or discrimination, or have information about harassment or discrimination in University programs or activities, to immediately report such conduct.

Reports should be made to:

Equal Opportunity Compliance Coordinator & ADA/Section 504 Coordinator
Alumni Memorial Building, Room 305B
(610) 758-3535, eocc@lehigh.edu

In the event that the conduct involves the Equal Opportunity Compliance Coordinator, reports should be made to:

Associate Vice President, Human Resources
306 S. New Street, Suite 437
(610) 758-3900, inhro@lehigh.edu

Reports of harassment or discrimination can also be made through the following sources:

Lehigh University Police Department
321 E. Packer Avenue
610-758-4200

[Discrimination, Harassment, Retaliation or Bias Reporting Form](#)

Before a disclosure is made, an individual who wishes to talk about these issues confidentially and without initiating a report or investigation can contact:

For Students:

Lehigh University Counseling & Psychological Services
Johnson Hall, 4th Floor
610-758-3880

Lehigh University Chaplain's Office
661 Taylor Street
610-758-3877

[Telus Health Student Support](#)

844-886-8536

<https://www.myssp.app/us/home>

For Employees:

HealthAdvocate

866-799-2728

answers@healthadvocate.com

healthadvocate.com/members

Violations of this Policy

Any individual with a prohibited or unauthorized animal on campus may be subject to discipline pursuant to applicable University policies and procedures. Any individual with a Service Animal, approved Assistance Animal, and/or Pet who violates any provisions of this Policy may also be subject to disciplinary action. The Owner/Handler of any Service Animal, Assistance Animal, and/or Pet will be subject to disciplinary action for any violations of this Policy by their animal.

The University may require the removal of a Service Animal, Assistance Animal, and/or Pet from University facilities, etc. prior to the outcome of any disciplinary proceeding or process.

Questions and Contact Information

For additional information about the accommodation request process, registration of Service Animals, and other matters relating to animals on campus, please contact any of the following offices:

Equal Opportunity Compliance Coordinator & ADA/Section 504 Coordinator

Alumni Memorial Building, Room 305B

(610) 758-3535

eocc@lehigh.edu

Disability Support Services

Dean of Students Office

Williams Hall, Suite 301

610-758-4152

indss@lehigh.edu

Accommodations Specialist

Human Resources Office
306 S. New Street, Suite 437
610-758-3698
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Effective Date: August 1, 2024

Middlebury University Service and Assistance Animals Policy; University of Southern California Animals on Campus Policy; University of North Carolina Wilmington Service Animals, Emotional Support Animals and Pets Policy; Tufts University Policy on Pets, Service and Assistance Animals on Campus

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