



**Campus Administrative Policy**

**Policy Title:           Animals on Campus**

Policy Number:       3051                   Functional Area:       General Administration

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Approved by:                           Office of the Senior Vice Chancellor for Finance and Administration

Prepared by:                           Office of the Senior Vice Chancellor for Finance and Administration

Reviewing Office:                      Executive Vice Chancellor for Administration and Finance  
Provost and Executive Vice Chancellor for Academic and Student Affairs

Responsible Officer:                  Executive Vice Chancellor for Administration and Finance

Applies to:                             CU Anschutz Medical Campus  
CU Denver Campus  
CU South Denver Location

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**A.    INTRODUCTION**

The purpose of this policy is to set the guidelines, requirements, and procedures regarding the presence of animals at University of Colorado Denver | Anschutz Medical Campus, including the CU South Denver location (“University”).

**B.    TABLE OF CONTENTS**

A. Introduction ..... 1  
B. Table of Contents ..... 1  
C. Policy Statement Concerning Animals on Campus ..... 2  
D. Definitions ..... 2  
E. Responsibilities and Procedures ..... 3  
F. Service Animals in Training on Campus ..... 5  
G. Emotional Support and Therapy Animals on Campus ..... 5

H. ADA Resources .....	6
I. Other Applicable Policies .....	7

**C. POLICY STATEMENT CONCERNING ANIMALS ON CAMPUS**

The University allows individuals to bring animals on University property in accordance with federal and state laws and in other situations subject to the rules outlined in this policy. At the same time, the University recognizes the health and safety risks potentially created by unrestrained animals on campus. This policy sets forth roles and responsibilities of employees, students, visitors, and applicants for admission or employment with the University who have the need to bring animals on campus.

**D. DEFINITIONS**

1. ADA Coordinator: an employee of the University responsible for providing information to and facilitating the reasonable accommodation process, pursuant to the American’s with Disabilities Act (“ADA”) for employees and applicants for employment.
2. Disability: with respect to an individual, a physical or mental impairment that substantially limits one or more major life activities of such an individual, a record of such an impairment, or being regarded as having such an impairment. The impairment may be permanent, chronic, or progressive. An impairment that is episodic or in remission is considered a disability under the ADAAA if the condition would substantially limit a major life activity when active.
3. Disability Services Director: an employee of the University whose purpose is to provide assistance to students with disabilities.
4. Emotional Support Animal: an animal that is necessary to afford a person with a disability an equal opportunity to use and enjoy a dwelling when there is an identifiable relationship or nexus between the person’s disability and the assistance the animal provides.
5. Handler: person without a disability who is training a Service Animal.
6. Partner: person with a disability using a Service Animal.
7. Pet: an animal kept for ordinary use and companionship. A Pet is not considered a Service Animal, Service Animal in Training, Emotional Support Animal, Therapy Animal, or Research Animal.
8. Public Facilities: any property, including buildings, grounds, and equipment controlled by the University and open to the public.
9. Qualified Individual with a Disability: an individual with a disability who possesses the requisite skills, education, experience, and training for a position, and who can perform, with or without reasonable accommodation, the essential functions the individual desires or holds.
10. Reasonable Accommodation: a modification or adjustment to the job application process or the work environment enabling a qualified individual with a disability to be eligible for a position, perform the essential functions of a position, or enjoy the same benefits and privileges of employment as are enjoyed by similarly situated employees without disabilities. The University provides reasonable

accommodations to qualified individuals with a disability in order for them to enjoy equal benefits and privileges of work and to enable performance of the essential functions specified in the job description.

11. Research Animal: any animal that is covered under a University of Colorado Animal Care and Use Committee (IACUC) approved protocol. Research Animals are not Pets, Service Animals, Therapy Animals, or Emotional Support Animals unless part of a study approved by the IACUC. Their presence on campus is controlled by the Office of Laboratory Animal Research; the terms of the policy do not apply to those animals.
12. Service Animal: a dog, and in some specific instances a miniature horse, that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the animal must be directly related to the person's disability.
13. Service Animal in Training: an animal engaged in training to become a Service Animal.
14. Therapy Animal: a trained animal that accompanies a licensed counselor or therapist to treatment sessions in order to deliver individualized animal assisted therapy interventions.

## **E. RESPONSIBILITIES AND PROCEDURES**

### 1. Service Animal Qualifications

A Service Animal must be individually trained to do work or perform tasks for the benefit of an Individual with a Disability. The work or tasks performed must be directly related to the disability. Service Animals must be accompanied by a Partner at all times and the Partner must maintain control of the animal at all times.

The Service Animal must be current on vaccinations.

In situations where it is not obvious that the animal is a Service Animal, the University may ask:

- a) Is the animal a service animal required because of a disability?; and
- b) What work or task has the animal been trained to perform?

The University shall not require any documentation for the animal, require that the animal demonstrate its task, or inquire about the nature of the person's disability.

### 2. Service Animal Care and Control Requirements

The care and supervision of a Service Animal is the responsibility of the Service Animal's Partner. Service Animals must be harnessed, leashed, or tethered, unless the device interferes with the Service Animal's work or the individual's disability prevents using these devices. In that instance, the Partner must maintain control of the animal at all times through voice, signal, or other effective controls.

The Partner is responsible for the cleanup of all animal waste; the University may designate animal waste areas.

The owner or individual with a disability who has control or custody of a service animal or the trainer of a service animal is liable for any damage to persons, premises, or facilities caused by the service animal or service animal in training.

3. Removal of Service Animals from Campus

A University official may ask an individual with a disability to remove a Service Animal from campus if it is 1) out of control (i.e. biting or attempting to bite, vocalizing, running around, jumping at or on people) or disruptive and the Handler does not take effective action to control it; or 2) the animal is not housebroken. Circumstances leading to removal will be reviewed on a case-by-case basis. In the event the University properly excludes a Service Animal, it must provide the Handler the opportunity to participate in the service, program, or activity without having the Service Animal present.

4. Employees and Service Animals on Campus

Qualified employees with a disability who require a Service Animal as a Reasonable Accommodation, as defined by the Americans with Disabilities Act, in a University office or other facility not open to the general public may bring their Service Animal to their place of employment. The employee may register the Service Animal with the ADA Coordinator in advance of the Service Animal coming on campus or other University facility.

5. Students and Service Animals on Campus

A student with a disability, who requires a Service Animal in an academic setting, should register with the Office of Disability Resources & Services. After verification of the disability and Service Animal is complete, the disability staff will provide documentation for the student to present to their faculty. In addition, the disability staff are available to assist with providing access to resources, information, and advocacy.

6. Visitors and Service Animals on Campus

Visitors with Service Animals may access all public facilities, with the exception of areas where the policy specifically prohibits Service Animals.

7. Extent of and Restrictions on Service Animal Access

The University may prohibit or otherwise restrict the access of Service Animals in certain University facilities due to health or safety restrictions or concerns, where

the presence of a Service Animal may compromise the integrity of certain research, or otherwise fundamentally alter a program or activity or may put the animal at risk. Each request for access will be evaluated on a case-by-case basis by the ADA Coordinator or Disability Services Director.

Service Animals may be restricted from the following areas:

- Food preparation areas;
- Research laboratories;
- University Animal Care Facilities
- Mechanical rooms or custodial closets such as boiler rooms, facility equipment rooms, electrical closets, elevator control rooms, and similar spaces;
- Areas where personal protective clothing or equipment are necessary;
- Areas where there is a danger to the Service Animal such as classrooms or wood/metal/machine shops, where there are sharp metal cuttings or other sharp objects on the floor or protruding from a surface, where there is hot material on the floor (e.g. molten metal or glass), where there is a high level of dust, where there are harmful chemicals or materials, or where there is moving machinery.

#### 8. Conflicting Disabilities

Individuals with medical issues aggravated due to the presence of other's Service Animals should contact the Office of Disability Resources and Services (student) or the ADA Coordinator (employee). The Office of Disability Resources and Services or the ADA Coordinator will resolve any conflict in a timely manner and will consider the conflicting needs and/or accommodations of all individuals involved.

#### **F. SERVICE ANIMALS IN TRAINING ON CAMPUS**

A trainer of a Service Animal, or an individual with a disability accompanied by an animal that is being trained to be a service animal, may have has the right to be accompanied by the service animal in training at the University. The rules applicable to Service Animals equally apply to Service Animals in Training. The presence of the Service Animal in training may not interfere with the trainer's responsibilities to the University.

Employees requesting to bring a Service Animal in Training to the workplace should speak with Human Resources prior to bringing the animal to campus.

#### **G. EMOTIONAL SUPPORT AND THERAPY ANIMALS ON CAMPUS**

**Emotional Support Animals** are not permitted in University facilities. Students requesting to keep an Emotional Support Animal in their Campus Village Apartment must work with the facility to determine under what circumstances the animal is allowed.

**Therapy Animals** are permitted in University public facilities to the extent that they are

accompanied by a trained therapist or counselor and are being used solely for the purpose of individualized or group assisted animal therapy (“AAT”). The trained therapist or counselor must request permission from the University prior to bringing the animal on campus and follow all campus requirements regarding third party use of facilities. The rules outlined above regarding Service Animals apply to Therapy Animals. Therapy Animals must:

1. Have completed a training program, acceptable to the University, prior to engaging in any therapy services.
2. Be seen by a veterinarian, the cost of which is paid by the animal’s owner, twice yearly and provide to the University evidence of current vaccinations.
3. Be caged in an appropriate crate at all times that the animal cannot be physically present with the Handler.

The Therapist or Counselor must:

1. Accept complete financial responsibility for the animal.
2. Obtain informed consent from each patient who will be seen by the Therapy Animal.
3. Maintain control of the animal at all times.
4. Develop a plan to remove the animal whenever the circumstances of the therapy session require removal.
5. Require that the patient wash their hands after coming into contact with the Therapy Animal.
6. Attend to the needs of the animal including, but not limited to, allowing the Therapy Animal regular breaks from the sessions, taking the animal outside to designated areas to eliminate, and providing water when necessary.

In addition to the prohibited locations in section D(7), the Therapy Animal may be further restricted by the clinical sites of practice.

Therapists and Counselors wishing to incorporate Therapy Animals into their practice must inform the University, by contacting the Institutional Animal Care and Use Committee at [iacuc@ucdenver.edu](mailto:iacuc@ucdenver.edu). The request will then be forwarded to the Campus Animal Committee who will review and meet with the Therapist or Counselor to outline additional requirements, if any.

## **H. ADA RESOURCES**

If you are a student at the Downtown Campus and need to make an application for accommodations or need information regarding the ADA and Service Animals policy, contact the Office of Disability Resources and Services at Disability Services Coordinator at (303) 315-3510 or by mail to CB 118 P.O. 173364 Denver, CO 80217-3364.

If you are a student at the Anschutz Medical Campus and need to make an application for accommodations or need information regarding the ADA and Service Animals policy, contact the Office of Disability Resources at (303) 724-5640 or by mail at Building 500, Room Q20- EG 305 13001 E. 17th Place, A010 Aurora, CO 80045.

If you are an employee or prospective employee and need to make an application for accommodations or need information regarding the ADA and Service Animals policy, contact the ADA Coordinator at (303) 315-2700 or mail to P.O. Box 173364, Campus Box A005/130, Denver, CO 80217-3364.

## **I. OTHER APPLICABLE POLICIES**

University students and employees who are located off University property must adhere to the policies and procedures regarding animals established by the location.

### Notes

1. Dates of official enactment and amendments:  
December 1, 2016: Adopted by the Senior Vice Chancellor for Administration and Finance
2. History:  
August 8, 2018: Amended to reflect a Campus-wide effort to recast and revitalize various Campus policy sites into a standardized and more coherent set of chaptered policy statements organized around the several operational divisions of the university.
3. Initial Policy Effective Date: December 1, 2016
4. Cross References/Appendix: N/A