Angelo State University
Assistance Animal Procedure

All Assistance Animal requests must be submitted to the Angelo State University Office of Student Affairs located in the Houston Harte University Center, Room 112. After the Office of Student Affairs has approved the accommodation of an Assistance Animal, approval will be submitted to Housing and Residential Programs along with any other required documentation.

_____ No animal will be permitted in residence halls or apartments that:
   • Is not approved by the Office of Student Affairs
   • Is not approved by Housing and Residential Programs
   • Poses a direct threat to the health or safety of others
   • Would cause substantial physical damage to the property of the University and/or other residents
   • Would pose an undue financial and administrative burden to the University
   • Would fundamentally alter the nature of the University’s housing operations

Standards for Approved Assistance Animals
_____ All approved assistance animals must comply with applicable laws regarding animals and their treatment and care, and must also meet the following standards:

Dogs
_____ All required immunizations must be up-to-date and a copy of the immunizations must be filed with the Office of Student Affairs annually.
_____ Dogs must be licensed and a copy of the license must be on file with the Office of Student Affairs.
_____ Dogs must be spayed or neutered. A copy of the veterinarian’s report must be filed with the Office of Student Affairs.
_____ 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 filed with the Office of Student Affairs annually.
_____ Collars and tags must be worn at all times. Service animals should always wear the vest identifying them as such. The dog must be kept on a leash at all times when outside the residence hall room or apartment unless the dog is a service animal not required to be leashed. Dogs as assistance animals must never be allowed to run freely.
_____ Dogs must possess friendly and sociable characteristics. A specific dog can be restricted from the premises by Housing and Residential Programs staff based on any confirmed threatening or territorial behavior. Animals classified as “dangerous animals” or dogs classified as “Dangerous Dogs” (Texas Health and Safety Code Title 10., Chapter 833, Subchapter A, Sec. 822.101 and 822.041) are not permitted to reside in residence halls.
_____ Dog obedience and training programs are highly recommended.

Domestic Cats
_____ All required immunizations must be up-to-date and a copy of the immunizations must be filed with the Office of Student Affairs annually.
_____ Cats must be licensed and a copy of the license must be filed with the Office of Student Affairs annually.
_____ Cats must be spayed or neutered. A copy of the veterinarian’s report must be on file with the Office of Student Affairs.
_____ A Certificate of Health signed by a veterinarian certifying the cat is healthy and free from any signs of infectious or contagious diseases, parasites, etc. must be filed with the Office of Student Affairs annually.
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 room or apartment. Cats must never be allowed to run freely.

Any Other Animal
To be considered on a case by case basis by the Office of Student Affairs and the Housing and Residential Programs Office. 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, and domestic animals with unknown health history are not allowed.

Standards of Behavior by 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 hall or apartment spaces.
- Emotional Support/Comfort animals must not be taken into the residence hall offices or apartment offices, administrative offices, or public common spaces. Emotional Support/Comfort animals are not permitted in any other campus buildings or facilities and must comply with all leash laws and city ordinances as other animals.
- Animal feces, defined as cat litter box contents and any animal waste, must be disposed of properly. It is the owner's responsibility to remove feces from University grounds, dispose of it in a plastic bag, and then place that bag in the garbage dumpsters outside. Cleanup must occur IMMEDIATELY. Animal feces and/or litter may not be disposed of in any trash receptacle or through the sewer system inside any building on the Angelo State University campus. Waste MUST be taken to any residence hall/apartment outdoor 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 residence 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 Housing and Residential Programs contracted professional extermination company at owner's expense. Owners are expected to promptly notify the hall office or Housing and Residential Programs staff via the work order system and arrange for extermination when a flea problem is noted. Animal owners may take some precautionary measures such as: flea medications prescribed by veterinarians, flea and tick collars, taking your animal to the veterinarian for flea and tick baths. However, Housing and Residential Programs staff may not use chemical agents and insecticides to exterminate fleas and ticks. Because not all of the precautions listed above can prevent flea 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 Housing and Residential Programs staff, must be removed within seven (7) days of notification. If Angelo State University 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
an animal so it does not have to be removed, then a written action plan must be submitted by the owner. The action plan must outline the action to take place to alleviate the problems and also must give a deadline as to the length of time the plan will take to complete. Any action plan must meet the approval of the Director of Housing and Residential Programs or designee. The day after the deadline for removal from the apartment, Housing and Residential Programs 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 university staff and residents, as well as the property of the University and of the residents.

_____ The owner will notify Housing and Residential Programs staff via the hall office 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 apartment or residence hall room, or no longer owns the animal, the apartment or residence hall room will be assessed to determine if damage to department property can be attributed to the animal. The Division maintains the right to conduct apartment or residence hall room inspections as necessary for the purpose of assessing damage caused by the animal or to otherwise determine the resident's compliance with this procedure.

_____ The animal owner has an obligation to make sure that the apartment or residence hall room is as clean as the original standard. If the apartment or room 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 and Residential Programs staff.

I, __________________________, acknowledge I have read, understand, and agree to abide by the procedures above. I have also indicated my understanding of such by initialing beside each procedure.

____________________________     _________________
Student’s Signature       Date