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**Revision Responsibility:** Executive Director for Human Resources

**Responsible Executive Officer:** Vice President for Williamson Campus and External Services

**Source/Reference:** [TBR Policy 1:03:02:55](#)

[T.C.A. § 49-8-203](#)

[T.C.A. § 62-7-112](#)

## **PURPOSE**

Establishment of a consistent policy regarding the presence of animals on campus.

## **DEFINITIONS**

- A. Service Animal – A dog or miniature horse as defined under the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973 (Rehabilitation Act), and/or the federal regulations related to those laws. The service animal must have been individually trained to do work or perform tasks for a person with a qualifying disability as defined by the Acts. The work or task(s) performed by the service animal must be directly related to the person’s disability. Service animals are working animals, not pets.
- B. Service Animals in Training – A dog or miniature horse that is in the process of being trained as a service animal as defined by T.C.A. § 62-7-112. However, the dog guide trainer shall present credentials for inspection issued by an accredited school for training dog guides.
- C. Comfort/Emotional Support Animal – An animal, that is not a service animal as defined above, utilized to provide comfort, emotional support, or other companionship related presence.
- D. Research/Educational Animal – An animal on campus for the academic benefit of students enrolled in the Veterinarian Technology Program, Agriculture Programs, or other specialized academic programs.

## **POLICY**

### **I. General**

Animals are not permitted in the facilities, buildings, or outdoor properties owned, operated, and/or controlled by the College unless specifically permitted pursuant to this policy.

### **II. Service Animals**

- A. Service animals are permitted in all areas of the College where its owner, the person being assisted by the service animal and/or the public, is permitted to enter or occupy.

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1. The presence of the service animal is subject to the following conditions:
    - a. The service animal must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices.
    - b. The service animal is adequately controlled and does not disrupt the learning environment or present a threat to health and safety of persons or property.
    - c. The service animal is healthy and creates no danger of infection, transmission of disease, or other unreasonable health risk.
    - d. The service animal is housebroken.
    - e. The owner/keeper collects and properly disposes of waste by placing it in outdoor trash receptacles.
    - f. The service animal is properly groomed to be free of fleas, other insects, pests, or offensive/disruptive odors.
  2. A service animal cannot be excluded from the premises unless it is non-compliant with one or more of the criteria set forth above in this section.
- B. If a service animal's behavior or presence is disruptive, destructive, or non-compliant with the requirements set forth in Section II. A. above, the owner/user will be required to take appropriate action to bring the animal under control, correct the non-compliant condition, or remove the animal from campus. Repeated violation of these requirements, or refusal to comply with reasonable instruction to correct non-compliance, may result in disciplinary action. Staff who encounter any non-compliance should present those concerns to Disabilities Services Staff, Campus Directors, or the Campus Vice President.
- III. Service Animal Inquiries
- A. Faculty/Staff are not permitted to challenge the presence of a service animal on campus by inquiring about the owner/user's disability, requiring medical documentation, a special identification card, or training documentation for the animal, or ask that the animal demonstrate its ability to perform the work or task.
  - B. When it is not obvious that an animal is a service animal and/or what service the animal provides, a limited inquiring is permitted under federal regulations. The persons authorized to make inquiries will be limited to specific person(s) or office(s), including members of the Disabilities Services Staff, Human Resources, Campus Directors, or Campus Vice

President. Staff members who have knowledge about the presence of a service animal on campus should inform the authorized staff who will seek the appropriate information.

1. The person(s) authorized to inquire may ask two (2) questions:
  - a. Is the service animal required because of a disability, and
  - b. What disability-related service has the animal been trained to provide?

If Faculty/Staff/Students believe that an animal is not a service animal or that the owner/user has answered the permitted questions in a manner that indicates the animal is not a qualified service animal, the individual(s) may not take direct action to prohibit the animal's presence, but should communicate the concern to Human Resources, the Disability Resource Center, or other designated official(s) on campus.

2. Faculty/Staff may take immediate action to mitigate a disruption of the learning environment or a health/safety threat but may not permanently exclude a service animal from campus. Any disruption or threat should instead be reported to Security or Campus Directors for a determination regarding further action.
- C. Service Animals are not required to exhibit any identification or register its status as a service animal with the College.
  - D. The College will maintain a voluntary registry for service animals that may be used in specific instances of emergency or incident response.
  - E. When there is a legitimate reason to ask that a service animal be removed, staff must offer the person with the disability an alternative accommodation.
  - F. Service Animals-in-Training are permitted on campus to the same extent as Service Animals, subject to the requirements of T.C.A. § 62-7-112 and this policy.
  - G. The provisions regarding service animals and service animals-in-training shall be applicable to all employees of the College, as well as all other individuals present at any campus or facility.

#### IV. Comfort/Emotional Support Animals

Comfort/Emotional Support Animals, or any other non-service animals, are not permitted on campus.

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V. Exceptions to the General Prohibition

- A. Animals present on campus in connection with a classroom demonstration, research, or other official bona fide academic purpose, approved by the President or designee, as appropriate.
- B. Approved research animals as used in accordance with the Institutional Animal Care and Use Committee (IACUC).
- C. Outdoor areas of a campus or facility designated by institutional policy.
- D. Animals present for official law enforcement or other lawful government purpose.
- E. By permission of the President or designee for special events or performances.
- F. As an accommodation under the ADA.

VI. Wild or Exotic Animals

- A. Wild or exotic animals are prohibited unless permitted separately pursuant to Tennessee law, the rules of the Tennessee Wildlife Resources Agency, or other appropriate state/federal authority.
- B. Owners/Handlers of any animal on campus are responsible for compliance with all state/local laws/ordinances regarding licensing and public health related vaccination requirements.
- C. Animals not in compliance with applicable laws/ordinances will be removed from the campus.

VII. Sanctions/Remedies for Failure to Comply

- A. Individuals (students, employees, visitors/guests) who bring non-service or other non-exempt animals into the buildings or outdoor areas of the College in violation of this and/or Institution policy, will be directed to remove them and may be subject to disciplinary or law enforcement action.
- B. Unattended or unrestrained animals will be removed from the campus by a local animal control service.
- C. Damage to property that is a direct result of an animal brought to a site will be the financial responsibility of the individual bringing the animal to campus.



## **Policies and Procedures Manual**

*Animals on Campus*

**Policy No. 01:09:00**

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*New Policy: February 2019; reviewed and accepted by Cabinet, approved and signed by the President, April 2021 update, accepted by Cabinet, approved, and signed by the President February 2022, Revised April 2024.*