

University of Central Arkansas
Service and Therapy/Emotional Support Housing Guidelines

the _____ as they attract bugs. Food and water are not left outside the apartment/residence hall at any time.

- **The animal must not be left unattended for more than 8 hours. 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 other arrangements for the animal to be cared for elsewhere off campus. The owner/handler, not the university or any other student, is responsible for the care and conduct of their animal.**
- The student must have the animal in a kennel when they are away from their apartment/residence.
- Animals cannot be left unattended in a vehicle in _____ life is endangered by temperature or inadequate ventilation.
- Emotional Support Animals must not be taken into the residence hall or apartment offices or administrative offices.
- Animal feces, defined as cat litter box contents and any solid animal waste, must be _____ from university grounds, dispose of it in a plastic bag, and then place that bag in the garbage dumpsters outside. Cleanup must occur IMMEDIATELY. Waste MUST be taken to any apartment or residence hall dumpster for disposal. Animal feces may not be disposed of in any trash receptacle/chute or through the sewer system inside any building at the University of Central Arkansas.
- Residents with cats must properly maintain litter boxes. In consideration of the health of the cat and the occupants of the residence hall room or apartment, cat litter box contents must be disposed of properly and regularly. The litter box must be changed with new cat litter regularly. Litter boxes should be placed on mats so that feces and urines are not tracked throughout the residence hall room or apartment.
- Animal accidents within the residence hall room or apartment must be promptly cleaned up using appropriate cleaning products. If the service/emotional support animal becomes sick and vomits and/or becomes incontinent, it is the responsibility of the animal owner to make sure that it is **cleaned up immediately**.
- 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). Service/emotional support animals should be kept clean and free from odor. However, animal owners may not use hall or apartment showers, sinks or baths to clean their animals.
- Any flea infestation must be attended to promptly by a professional extermination company _____ Owners are expected to promptly notify Housing & Residence Life and arrange for extermination when a flea problem is noticed. Animal owners may take some precautionary measures such as: flea medications prescribed by veterinarians; flea and tick collars; and taking the animal to the

VI. Animal Liability

The University shall not, under any circumstances, be held liable for any personal injury or damages caused by your animal. You hereby agree to indemnify and hold the University of Central Arkansas harmless from all property or injuries to persons caused wholly or in part by, or resulting from your animal which will be living with you in your assigned residence at the University of Central Arkansas. The University suggests that

VII. Areas Off Limits to Service Animals

The University may prohibit the use of service animals in certain locations due to health and safety restrictions (e.g. where the animals may be in danger, or where their use may compromise the integrity of research). Restricted areas may include, but are not limited to, the following: custodial closets, boiler rooms, facility equipment rooms, research laboratories, classrooms with research/demonstration animals, areas where protective clothing is necessary, wood and metal shops, motor pools, and rooms with heavy machinery and areas outlined in state law as being inaccessible to animals. Exceptions to restricted areas may be granted on a case-by-case basis by contacting OARS and the appropriate department representative; however, the person directing the restricted area has the final decision

XI. Complaint Process

Faculty, staff, police and students will have the opportunity to submit complaints and concerns in regards to noise, odor, pests, threat or danger by completing the Assistance Animals Complaint Form located on the OARS website at <https://uca.edu/oars/esa-grievance-form/>. Alleged violations of the Animal Housing Guidelines will be referred to the ESA Committee. Once the ESA Committee receives information regarding an alleged violation, the ESA Violations Procedures will be initiated.

ESA Violation Procedures

Students who are alleged to be in violation of the Animal Housing Guidelines (referred to as respondents) shall be notified, in writing, of the alleged policy violation and of the date, time, and place of a hearing. Notice of hearing will be sent by email to the UCA email account at least 72 hours prior to the hearing. A respondent may waive the 72-hour notice via written consent prior to the scheduled hearing. If there is a sufficient threat to health and safety, immediate interim action, such as suspending animal privileges, may be taken. In the event that immediate interim action is w

Following the hearing, a decision of responsibility will be made within two business days, and the respondent will be notified in writing.

4. To consider new information, sufficient to alter a decision, that was not known to the respondent at the time of the original hearing. New information, in this instance, does not include witness statements that could have been presented during the initial hearing.

The Assistance Animals Appeals Board (AAAB)

The chair of the AAAB is the Associate Dean of Students. The board consists of one (1) Faculty Senate Representative approved by the Faculty Senate president; one (1) Staff Senate Representative approved by the Staff Senate executive board; one (1) SGA Representative (Executive Board or SGA Diversity Committee); one (1) Diversity Advisory Committee member; one (1) Residence Coordinator for the building in which the student resides (as needed). The chair, who will only vote in instances where there is a tie, will convene the AAAB as needed. A quorum of fifty percent plus one is required for an official vote.

The appeals board reviews the following paperwork related to an appeal:

- University of Central Arkansas Service and Therapy/Emotional Support Housing Guidelines Information
- The Assumption of Liability Statement & Animal Agreement Form signed by the student
- The submitted Assistance Animals Complaint form
- ESA Committee Notification of Decision paperwork
- The student's appeal statement and subsequent paperwork
- ESA Committee Rebuttal Response Information

Upon receipt of the appeal, the AAAB may:

1. Affirm the original decision and sanction;
2. Affirm the original decision, but lessen the sanction;
3. Reverse the original decision; or
4. Return the case to the ESA Committee for a new hearing.

In the event the AAAB needs clarification of the basis for the appeal or of the ESA recommendation, the AAAB may hear from the respondent and/or a representative of the ESA Committee for this limited purpose. Once an appeal process is completed, the AAAB chairperson will notify the office of the Vice President for Student Affairs. All actions taken by the AAAB are recommendations to the Vice President for Student Affairs, who will make the final decision regarding all ESA policy violations.

University of Central Arkansas
Housing and Residence Life
Registration Form

Name of Animal Owner: _____

Registration Start Date: _____

Registration End Date: _____

Description of Animal

Name of Animal: _____

Age: _____

Type: _____

Breed: _____

Color: _____

OARS ESA Document Requirements Checklist

- _____ Rabies Vaccination Certificate/Shot Record
- _____ City of Conway Animal Registration tag & receipt
- _____ Rabies Tag or Rabies/GPS Tracker paperwork
- _____ Housing & Residence Life Registration Form
- _____ Assumption of Liability Waiver & Animal Agreement Form
- _____ Current color picture of Animal saved as a .jpg or .jpeg file

Emergency Contact Information

By providing the following information, I understand that the Department of Residence Life has the right (but not the duty) to take my animal to the veterinarian listed below in the event that I cannot be contacted in an emergency.

Veterinarian Name: _____

Phone Number: _____

Address: _____

Student's Emergency Contact: _____

Phone Number: _____

Address: _____

