North Carolina Central University (“NCCU” or “University”) is committed to accessibility and recognizes the importance of service and emotional support animals (“ESAs”) to individuals with disabilities. NCCU has established guidance in [NCCU REG-40.01.05 Service Animal and Emotional Support Animals on Campus Regulation](https://www.nccu.edu/policies/retrieve/92) regarding service animals, service animals in training, and ESAs to assist members of the NCCU community with disabilities.

**Owner/Handler Obligations for Care and Control**

In accordance with Section 7 (Responsibilities of Owners/Handlers) of [NCCU REG 40.01.5](https://www.nccu.edu/policies/retrieve/92), the Owner/Handler will be held responsible for the safety, health, behavior, and actions of the service animal or ESA at all times. A service animal generally will be permitted to accompany the Owner/Handler on campus. Approved ESAs are not permitted outside of the Owner/Handler’s presence or designated outdoor areas for natural relief. For the purposes of this agreement, the service animal or ESA is only permitted in the University building/s associated with the purpose of the Owner’s/Handler’s reason for visiting campus.

A service animal or ESA must not obstruct or disturb any space or activity of an academic or other program or clinic, including but not limited to, residence halls, classrooms, labs, waiting areas, or hallways. The animal must not engage in other behaviors or noises that are unreasonably disruptive to others in the specific environment. If an animal exhibits unacceptable behavior, the individual Owner/Handler is expected to employ the proper training techniques to correct the situation.

All dogs must be “house broken” and cats must be trained to use a litter box. Litter boxes must be placed on mats so that waste is not tracked onto carpeted surfaces. Other smaller animals must be caged. The Owner/Handler must always carry equipment sufficient to clean up the animal’s waste and must properly pick up and dispose of the waste. Indoor animal waste must be placed in a sturdy bag and tied securely before being disposed of in outside trash dumpsters. Outdoor animal waste must be immediately picked up by owner, placed in a plastic bag and securely tied before being disposed of in outside trash dumpsters. Owners/Handlers who are not physically able to pick up and dispose of waste are responsible for making all necessary arrangements for assistance.

“Routine care” that is the responsibility of the Owner/Handler includes, but is not limited to, the following:

* Animals are expected to receive flea and tick prevention treatment, de-worming, and annual examinations. The University reserves the right to request documentation verifying this has occurred at any time.
* Animals should be clean and well-groomed. Owners/Handlers are expected to take reasonable efforts to reduce shedding and minimize the presence of pet odor, hair, and/or dander while on campus.
* Animals will be provided with fresh water and appropriate food on a regular basis.
* Animals should have a tag that identifies the owner and contact information in case of an emergency.

NCCU will not assume the care of any animal on campus, even during an emergency. Where an Owner/Handler fails to care for, control, or attend to his/her animal (including, but not limited to abuse or neglect), NCCU will arrange with the proper authorities to remove the animal from the Owner/Handler’s custody in accordance with laws and regulations. Animal abuse or neglect may subject the Owner/Handler to disciplinary action and/or referral to the University Police.

An Owner/Handler may be held responsible for the cost of repairs for damage caused by his/her service animal or ESA.

**Animal Vaccinations and Approvals**

All dogs, cats, and ferrets on campus are required to have current rabies vaccines and wear rabies vaccination tags. An ESA approval is animal specific. Thus, a campus visitor must complete this form when requesting permission to have a new or different animal accompany them for the purposes of business on campus.

**Responsibilities and Etiquette of University Community**

In accordance with Section 8 (Responsibilities and Etiquette of University Community) of [NCCU REG 40.01.5](https://www.nccu.edu/policies/retrieve/92), members of the University community are expected to:

* allow a service animal to accompany its Owner/Handler at all times and everywhere on campus except where stated or posted;
* not touch or feed a service animal or ESA unless invited to do so;
* not provoke, injure, intentionally startle, or attempt to separate a service animal or ESA from its Owner/Handler;
* not ask about nature or extent of a person’s disability who is accompanied by a service animal or ESA; and
* report any suspected or directly observed animal neglect or abuse to University Police.

The Owner/Handler is strongly encouraged to instruct others on appropriate interactions with the animal and to remind members of the community of these expectations when situations arise.

**Provisions Regarding Unattended Animals**

The service animal or ESA may not be left unattended by the Owner/Handler or to be cared for by a University student or employee.

**Consequences for Non-compliance**

In accordance with Section 9 (Violations) of [NCCU REG 40.01.5](https://www.nccu.edu/policies/retrieve/92), the Owner/Handler obligations are ongoing. A visitor with a prohibited or unapproved animal, including falsely presenting an animal or pet as a service animal or ESA, will not be allowed to bring the animal to campus. NCCU reserves the right to ask an Owner/Handler to remove a service animal or ESA for non-compliance.

**Appeals and Grievance**

Should someone believe that they have been subjected to discrimination on the basis of disability or denied access or accommodations as related to service animals and ESAs may grieve or appeal with the University by contacting the Office of Human Resources – Employee Relations.

In some situations, it may be necessary for departments at North Carolina Central University (NCCU) to disclose information regarding the presence of a service animal or ESA. Individuals who may be impacted by the presence of an animal, including potential and/or actual members of the NCCU community are the recipients of disclosed information. The disclosure is typically limited information regarding the animal (such as type and size) and not relative to the Owner/Handler or their disability. This consent is effective for the duration of my stay/visit on the University’s campus with a service animal or an approved ESA.

**I acknowledge that I have read this form in its entirety and agree to uphold the responsibilities described above. I understand that failure to comply with the responsibilities contained within this form may result in removal of my service animal or ESA.**

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| Visitor Printed Name       |  |
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| **Purpose of NCCU Visit**       |
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| Campus Department/Division and Building Location of NCCU Visit |
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| Signature  |       | Date |       |
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| Department/Division Contact  |       |
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| Department/Division Signature  |       | Date |       |
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| I hereby grant NCCU, permission to disclose the presence of a service animal or University-approved ESA to those parties who may be affected by its presence. |
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| Visitor Printed Name       |  |
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