

LUTHER COLLEGE

POLICIES AND PROCEDURES

Department:	Facilities Services
Subject:	Animal / Pet / ESA Policy
Date Issued:	March 18, 2009
Updated and Reviewed By:	Finance & Administration Team – November 2, 2023
Approved By:	Reviewed by Cabinet, Approved by President, November 29, 2023

I. Policy

This policy outlines the guidelines for animals/pets/emotional support animals (ESA) in campus academic and administrative buildings, rental houses, residence halls, and college vehicles. While the College appreciates the special nature of the owner-pet relationship, the College is a workplace and residence for many people, and does not allow pets in any building or vehicle. The welfare of the entire community must be considered paramount. This policy recognizes that animals have the potential to impose on the safety, health, personal well-being and comfort of college employees and residents as well as the sanitation, housekeeping and physical condition of the campus.

II. Purpose

Animals can present a health concern in the form of allergies, disease, and other potential risks. Animals may also pose a potential to damage building and vehicle finishes in the form of stains and odors. Limiting animals within buildings reduces the risks of an animal's interaction within an enclosed space.

III. Scope

This policy generally applies to all faculty, staff, students, volunteers, contractors, guests and visitors at Luther College. Exceptions to this policy are for service and assistive animals, approved emotional support animals (ESA), Residence Life full-time professional hall staff that live on campus, and those animals that may be brought in for educational or verified therapeutic purposes.

IV. Terms and Definitions

- Pet – related to this policy, a pet is considered any animal (mammal, amphibian, reptile, etc.). In general, the most common pets would be cats or dogs
- Service animal – Under Federal ADA rules ([2010 Standards](#)), a service animal is a dog that is individually trained to do work or perform tasks for people with disabilities.
- Miniature Horses – Miniature horses may be permitted where reasonable. See additional guidance and assessment factors at www.ADA.gov

- Assistance Animal– an assistance animal is an animal that works, provides assistance, or performs tasks for the benefit of a person with a disability. An assistance animal is not a pet or a service animal. [HUD Fact Sheet](#)
- Emotional Support Animals (ESA) – An ESA is an animal that provides therapeutic emotional support for an individual with a diagnosed psychiatric disability. *Psychiatric Disability* –A mental impairment that substantially limits one or more of the major life activities of an individual; a record of impairment, or being regarded as having such an impairment ([U. S. Commission on Civil Rights, 2023](#)).

ESAs are not pets, but they typically are animals commonly kept in households as pets. An ESA may be a dog, cat, small bird, rabbit, hamster, gerbil, fish, turtle, or other small, domesticated, animal that is traditionally kept in the home for pleasure. Under guidelines from HUD, reptiles (other than turtles), barnyard animals, monkeys, and other non-domesticated animals are not considered common household animals. Exceptions to these guidelines regarding animals serving as ESAs will be considered on a case-by-case basis.

- Therapy Dog --Therapy dogs are certified or registered and trained dogs to provide comfort to others. With their handlers, therapy dogs are able to engage with the population through calm, comforting and emotionally supportive engagement. Therapy dogs are not expected to perform acts of services like service animals. To have the title of Therapy Dog, a dog must have completed the required training and certification process along with their handler. (American Kennel Club)

V. Procedures and Guidelines

For faculty, staff, volunteers, contractors, guests, visitors, and students:

- A. Pets, including animals inside of aquariums, are not allowed inside of buildings or vehicles owned or leased by Luther College without expressed written consent by a member of Cabinet or the Director of Facilities Services.
- B. Pets are not allowed to be left unattended outside buildings or inside vehicles at any time.
- C. Pets that are on campus, outside of buildings, must be on a leash. Pet owners must clean up after their pets to keep campus clean.
- D. Residence Life full-time professional live-in staff recognize that having a pet is a privilege, not a right, and must follow the Live-In Professional Staff pet policy, kept in the Residence Life Office.
- E. If anyone suspects an unauthorized animal is being allowed in any building or vehicle, contact Facilities Services at extension 563-387-1146 or facilities@luther.edu. Facilities Services will contact the appropriate member of Cabinet for follow up action. In the case of a student, Residence Life and Student Engagement should be notified.
- F. No pets are allowed in College owned houses or apartments, with the exception of one College house that can accommodate pets with approval from the Director of Facilities Services.
- G. Service animals are allowed to be in all buildings when they are with their primary handler.
 - a. Two questions may be asked concerning a person with a service animal as designated by ADA law:
 1. Is this a service animal?
 2. What task is the animal trained to perform?
- H. Emotional Support Animals (ESA) are allowed in specific locations.
 - a. Students must begin their request for an ESA with [Disability Services](#). With approval of the Disability Services Office, and the Residence Life Office, ESA may be in the residence room of the approved student, and no other campus buildings. Students are

bound by requirements in the Residence Life ESA handbook (addendum), available once approved in the Residence Life Office.

- b. Employees who are renting college houses should provide Luther College with a letter from their doctor/therapist stating the disability and explaining how the pet is needed to help cope with the disability and/or improve its symptoms. Attach a brief personal statement explaining to the landlord that you are asking for “a reasonable accommodation to keep your pet who functions as a support animal.” Emotional support animals are not allowed in campus buildings, outside of a rental unit, or inside a college vehicle. All requirements listed in the student handbook (addendum) regarding care of an ESA, also will apply to employees with an ESA. Please be aware of vaccinations, spay/neutering,
- I. Certified therapy dogs are allowed in buildings with the expressed written consent by a member of Cabinet or the Director of Facilities Services. Notification should be given to the Facilities Services Office at 563-387-1146 or facilities@luther.edu for plans to have therapy dogs on campus.

VI. Confidentiality and Record

- A. Facilities Services will keep records of any notices of animals being kept as pets on campus. Residence Life will keep records related to professional hall staff that have been allowed to have a pet.
- B. Disability Services and Residence Life maintain records for emotional support animals (ESAs). Individuals with service animals are not required by ADA law to provide documentation for their animal.