

# Christopher Newport University

## Policy: Service Animals Policy

### Policy Number: 9060

Executive Oversight: Vice President of Student Affairs;  
Senior Associate Vice President and Chief People Officer  
Contact office: Student Affairs; Office of Human Resources  
Frequency of Review: Biennially  
Date of Last Review: May 2025

#### A. PURPOSE

This policy sets forth requirements for individuals with service animals or service animals in training on campus.

#### B. POLICY STATEMENT

Christopher Newport University, in compliance with applicable law, allows service animals in all facilities. The animal must be accompanied by an individual with a disability for whom the service animal is trained to provide a specific service. This also applies to dogs in training that are at least six months of age.

#### C. DEFINITIONS

**Handler:** The person with a disability for whom the service animal is trained to assist. In the case of an animal in training, it is the person to whom the animal is assigned for training.

**Service Animal:** A service animal is any dog individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, a physical, sensory, psychiatric, intellectual or other mental disability. In some circumstances, set forth by ADA regulations, a miniature horse may qualify as a service animal. Emotional support animals are not service animals and therefore do not have the same access to all campus facilities as service animals. [Refer to Policy 9040 Emotional Support Animal Policy.](#)

**University Facilities:** All buildings and grounds owned, leased, operated, or maintained by the university, wherever located and for whatever purpose

## **D. PROCEDURES**

Service animals are typically permitted to be anywhere on campus where the animal's handler is permitted; however, there may be areas where service animals are prohibited if the animal poses a direct threat or fundamental alteration of the services offered. Such areas may include but are not limited to research laboratories, food service preparation areas, areas where protective clothing is necessary, or areas that may be harmful to the service animal.

### **1. Expectations and Responsibilities**

- a. Service animals are the sole responsibility of the handler and must be under the handler's control at all times. Service animals must not be allowed to disrupt or interfere with university activities, including but not limited to, teaching, research, service, administrative tasks, athletic events, exhibitions, and performances.
- b. If the service animal is disruptive or unruly, or if the handler fails to maintain control of the animal, the handler must regain control immediately or remove the animal from university facilities. If the improper behavior continues or occurs more than once, the handler may be prohibited from bringing the animal on to University Facilities.
- c. Service animals 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 as determined by appropriate University staff in Student Affairs and/or Human Resources.
- d. Handlers residing in University Housing are not permitted to leave their service animal unattended or allow the animal to roam freely within their residence hall room, hallways, or any other area of the building.
- e. The handler is responsible for cleaning up any waste created by the animal in an appropriate manner. If the handler fails to clean up after the animal, the handler may be prohibited from bringing the animal on to University Facilities.
- f. The handler is responsible for any damages created by the animal. This includes fees/costs for clean-up and disposal of animal waste or replacement and repair of university or other individuals' assets, including grounds, personal property and improvements. If significant damage from the service animal occurs, the handler may be prohibited from bringing the animal on to University Facilities.
- g. Handlers are responsible for any injuries caused by their animals and must take appropriate preventive precautions. The costs of care for the animal, along with maintaining the well-being of the animal, are the sole responsibility of the handler.

- h. All handlers are responsible for compliance with state and local laws concerning animals including registration, vaccinations, and tags. Each academic year the handler must provide updated vaccination records and a letter from the service animal's veterinarian stating the animal is currently healthy and free of any communicable diseases or viruses.

## **2. Student Responsibilities**

Enrolled students must register their service animal with the Office of Student Accessibility and Care Team Support (ACTS) prior to bringing the animal to campus. Registration is required so that emergency response can be appropriately managed, the health and safety of members of the community and the animal can be addressed in advance, appropriate accommodations can be made by faculty and administrative units, and the expectation of and support for the student can be discussed in advance.

Students who wish to have a service animal *live in campus housing* must provide additional documentation to ACTS.

## **3. Employee Responsibilities**

Employees must register their service animal with the Office of Human Resources prior to bringing the animal to campus. Registration is required so that emergency response can be appropriately managed, the health and safety of members of the community and the animal can be addressed in advance, appropriate accommodations can be made by faculty and administrative units, and the expectation of and support for the employees can be discussed in advance. Employees must adhere to the *Expectations and Responsibilities* outlined in this policy.

Employees who must reside in University Housing as a function of their job and who have a service animal must also provide additional documentation to the Vice President of Student Affairs or designee.

## **4. Campus Visitors and Guests**

Campus visitors and guests are permitted to have service animals on University Facilities. University employees must allow service animals to access the same areas on campus that their owners are permitted to access. All campus visitors and guests must adhere to the *Expectations and Responsibilities* outlined in this policy.

## **E. APPEALS AND COMPLAINTS**

Any individual who feels that they have been unfairly denied the ability to bring a service animal onto University Facilities or who feels that they have been unfairly denied the ability to have a service animal in a university residence, may file a complaint under the University's [Policy 1005: Discrimination, Harassment and Sexual Misconduct Policy](#).

## **F. RESOURCES**

Student Accessibility and Care Team Support	757-594-7160
Student Affairs	757-594-7160
Office of Human Resources	757-594-7145
Institutional Compliance and Title IX	757-594-8819

## **G. APPROVAL AND REVISIONS**

**Approved By:** Policy Committee, August 29, 2018

**Revision 1:** Policy Committee, Spring 2022

**Revision 2:** Policy Committee, May 29, 2025

## **H. DATE OF NEXT REVIEW:** Summer 2027