ANIMAL POLICY – CLAREMONT CAMPUS ONLY

This policy applies to the Claremont Campus of CST. For policies relating to the Willamette Campus, visit https://willamette.edu/offices/policies/selected/all-campus/index.html.

Definitions:
Animals: For purposes of this policy, animals that fall into the following three categories—pet, service animal, and assistance animal.

Pet: Any domestic animal, bird or fish that resides with the student, staff or faculty member that is often kept for companionship and/or enjoyment. In most cases, pets stay within a residence and do not accompany individuals to work or school.

Service Animal: In the United States, a service animal is a dog that has been trained to perform a specific task. In some cases, a miniature horse will be considered a service animal. Service animals are covered by federal ADA and HUD regulations and do not require a request for reasonable accommodations on our campus.

Assistance Animal: An assistance animal includes any type of domestic animal that provides comfort, emotional support, etc. and is not trained to perform a specific task for the activities of daily living. Student, staff or faculty who wish to request reasonable accommodations to bring an assistance animal to class or other buildings not already permitted animal access, must register with the Disability Services through the Office of Student and Community Life and request such accommodation.

Animal Policy:
Animals are permitted on all the grounds of the Claremont School of Theology campus, except for playground facilities associated with on-campus housing. With the exception of service animals and assistance animals that are part of a reasonable accommodation, animals are prohibited in CST buildings other than individual housing units with a pet agreement on file, all outdoor community or public events, and any location that threatens the safety of the animal or the individual it is accompanying. The CST Animal Policy will be in force in locations where CST is using classroom facilities in other off-campus locations, unless that facility’s policy has stricter guidelines in place.

Animals must meet the following expectations:

- Animals must be leashed while on the campus grounds or inside buildings when permitted (Or if a service animal is not leashed, within 2-3 feet of the owner/handler or performing a task).
- Animals must be under control of the owner/handler at all times.
- Animals must not be disruptive to others, such as barking, whining, growling or initiating contact with other people.
- Animals must not interfere with the instructional or business operations of CST.
- Animals must be housebroken.
- Animals must be healthy and free from fleas, ticks, other parasites, and disease.
Animals waste must be immediately attended to and removed by the owner/handler.

Animals must conform to the regulations set forth by the City of Claremont and the State of California (https://www.ci.claremont.ca.us/government/departments-divisions/code-enforcement), (http://www.qcode.us/codes/claremont/) (https://www.ivhssPCA.org/what-we-do/licensing/)

- No more than three adult dogs or cats are allowed in residences.
- Dogs must be leashed outside your fenced yard.
- Dogs over the age of 4 months must be vaccinated against rabies and be licensed (Inland Valley Humane Society).
- No large animals, fowl, pigeons, or doves may be maintained in any residence in the city other than a single-family residence.

Visitors
These guidelines are for students, staff, and faculty of the Claremont School of Theology as well as visitors to the campus.

Animals at Work
Animals are not permitted at work unless they are service animals or are assistance animals on campus as part of a reasonable accommodation for a documented disability. Note: While Willamette University does allow animals at work in their office on the Salem campus, CST offices maintain the prohibition of animals at work.

Emergencies
In the case of emergency, the owner is responsible for the well-being and safety of the animal. First responders should be trained to recognize service animals and every care should be maintained to keep the animal with its owner.

Service Animal Policy:
Service animals are permitted on all the grounds and in all the buildings on the CST campus in accordance with the federal regulations in the Americans with Disabilities Act (ADA) and outlined by the Department of Housing and Urban Development (HUD) for on-campus apartments. If it is unclear what service an animal provides, staff or faculty of CST may ask only the following two questions: 1) Is the animal a service animal required because of a disability? And if so, 2) What work or task has the animal been trained to perform? If the answers to the questions indicate that the animal is not a service animal or if the answers make that determination unclear, please contact the Disability Services Officer at 909-447-2590.

All service animals must adhere to all the behavior expectations outlined in the CST Animal Policy. Should a service animal need to be removed because it cannot adhere to the behavior expectations, the student, staff or faculty member may return to the CST campus without the service animal.

CST students, staff, or faculty who are training a service animal, must contact the Disability Services Officer to register the animal. While an animal in training is not covered by the ADA, CST will support the presence of a service animal in training in all locations on campus if the animal adheres to all of the behavior expectations of a service animal and is registered with Disability Services.
When the presence of a service animal conflicts with the needs of another student, staff or faculty member with a registered disability, the situation will be handled on a case-by-case basis and may include adjusting seating arrangements within the classroom, changing a class schedule, modifying a graduation requirement, etc. Considerations related to religious requirements and the challenges created by the presence of an animal will be handled on a case-by-case basis.

Pets, Service Animals and Assistance Animals that reside in housing apartments with their owners, must adhere to the expectations of animals on campus. In addition, the following guidelines are in place that meet both ADA and HUD regulations.

- Owners are responsible for animals in their care. This includes the regular upkeep, feeding, and medical care of individual animals including vaccinations.
- Owners are financially responsible and liable for any damage that their animal may make to the person and/or property or possessions of others.
- Owners must pay a pet fee (outlined in the Pet Agreement), unless the animal is a service animal. Owners of service animals do not pay a pet fee for housing.
- Owners are responsible for the clean-up of animal waste created by their animal both inside the apartment as well as outside in any common area.
- No one may regularly feed or provide care for stray, feral, or wild animals.
- CST and pet owners will comply with any and all regulations or requests from the County of Los Angeles Department of Public Health, the City of Claremont, and/or the Inland Valley SPCA.

**Enforcement and Consequences:**
All members of the campus community are responsible for enforcing the Animal Policy. Concerns regarding the enforcement of the Animal Policy may be directed to the Associate Dean of Students, the Academic Dean, or the Associate Dean. The following consequences have been established for failing to keep the guidelines outlined above:

1. Verbal warning.
2. Written warning.
3. $100 fine.
4. Revocation of Housing Pet Privileges. Students with service animals are permitted to remain on campus in the event of the removal of a service animal in their care.