<table>
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<tr>
<th>POLICY TITLE</th>
<th>Policy on Non-Service Animals on Campus</th>
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<tbody>
<tr>
<td>No. 110</td>
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<tr>
<td>Effective Date</td>
<td>September 11, 2019</td>
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1. STATEMENT OF POLICY

Westminster College (College) is responsible for providing a safe, productive, and healthy campus environment for all members of the College community. Responding to concerns about the health of others and the safety and protection of the campus community, it is the policy of the College to permit non-service animals (NSAs) on campus for short-term visits. This policy identifies acceptable behaviors and conditions for NSAs that may visit campus and also addresses the specific locations where NSAs are allowed to ensure a safe and productive educational and workplace setting.

Disclaimer: This policy is not applicable to the requirements, services, and accommodations required by the Americans with Disabilities Act (ADA). ADA Service Animals and Service Animals in Training are working or performing a function for an individual with a disability are not subject to this policy.

2. PURPOSE AND SCOPE

The purpose of the policy is to provide a safe, productive, and health campus environment for all members of the College community and to conform the practices of the College community to the requirements of Title 8 of the Salt Lake County Municipal Code regulating animals found here: Salt Lake County Ordinance on Animals, Title 8, County Municipal Code

3. TO WHOM THIS POLICY APPLIES

This policy applies to all Westminster College students, faculty, and staff, and to third parties while visiting campus.

4. DEFINITIONS

A. Applicable local and state laws – Refers to Title 8 of the Salt Lake County Code of Ordinances and any other applicable state, county, or city regulations.

B. Emotional Support Animal (ESA) – An animal that mitigates one or more identified symptom or effects associated with the owner’s disability by providing emotional support, well-being or comfort. Emotional Support Animals may be permitted on campus and/or campus housing on a case-by-case basis. Before bringing a support animal onto campus grounds, the requesting individual must submit appropriate paperwork and be approved. Procedures for requesting accommodations for students are found here: westminstercollege.edu/esa; Procedures for requesting accommodations for all employees (faculty and staff) are found here:
C. Employees - College faculty, staff, and student-employees.

D. Faculty - Full-time, part-time, and adjunct faculty and instructors of the College.

E. Leash – Chain, rope, or device used to restrain an animal, being no longer than 6 feet (6’) in length.

F. Leash-Designated Signage – Signage notifying animal owners that animals should be on leashes.

G. Non-Service Animal (NSA) - Any animal owned or handled by a person that is not specifically designated as a Service Animal, Service Animal in Training or Emotional Support Animal.

H. Non-Service Animal Owners – Person ultimately responsible for the licensing, vaccinating, leashing the NSA as well as overseeing the NSA’s behaviors, actions, medical care, shelter, and general health.

I. Non-Service Animal Campus Reporting Form – Form to report and document NSA concerns on campus related to health, safety or compliance.

J. Responsible Administrator – Authorized College personnel who oversee a department, program, or services on campus, and may also supervise College students or employees in an academic or workplace setting.

K. Service Animal – A service animal is defined by the Americans with Disabilities Act as a dog that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person's disability.

L. Short-Term Visits – A partial day.

M. Students – Students who are registered or enrolled for credit-or non-credit bearing coursework.

N. Third Parties – Contractors, vendors, visitors, guests, and neighboring community coming to the campus.
5. ACCEPTABLE BEHAVIORS AND CONDITIONS FOR NON-SERVICE ANIMALS

A. NSAs are permitted on campus under the following circumstances and subject to the conditions in Section 5(B):

1. NSAs are permitted on campus for short-term visits.

2. NSAs are permitted on external campus grounds and in private, non-shared, non-public facing offices with supervisor approval. Notwithstanding the foregoing, NSAs are not permitted at the athletic field and track, sporting events, emergency management activities, official campus events unless specifically invited (e.g., Westminster Mutt Show), or around campus where activities involving maintenance, repairs, chemicals, plant equipment, or construction are in progress.

3. Prior to bringing an NSA to campus, the NSA owner must 1) receive written approval from their supervisor; and 2) submit to the Risk Management Department a completed NSA Registration and Release Form acknowledging an intention to comply with this policy and assuming all responsibility and liability for their NSA’s actions and behaviors regardless of the circumstances. NSA Registration and Release Form is available on the Risk Management Department homepage and can be found here: westminstercollege.edu/nsa-registration

4. Consistent with the limitations in this policy, supervisors have the authority to allow or disallow an NSA in a college work space or facility on a case-by-case basis.

5. All NSAs must always be on a leash attended by the NSA owner or designee.

6. All NSAs must be licensed and vaccinated in accordance with appropriate state, county, and/or city regulations before coming to campus.

7. NSA owners are fully responsible for cleaning up after their NSAs.

8. When an NSA is in a private office for a short-term visit, employees must post that the animal is present and make arrangements to remove the animal if requested by a student or employee.

B. The following conditions apply to NSAs while visiting campus:

1. NSAs may not be off-leash or left unattended on campus or in campus facilities for any amount of time.

2. Crates and gates are not permitted on campus for use as a restraining device for NSAs.
3. Animals may not be in residence halls at any time unless approved as an ESA.

4. The College in its sole discretion, and even in the absence of a complaint, may terminate an NSA owner’s right to bring an NSA on campus; for example if an NSA is noisy, disruptive, aggressive, sick, or puts the College community or campus at risk.

6. RESPONSIBILITY TO REPORT PROHIBITED CONDUCT

All members of the College community have a duty to report any damage to property or threat of health or safety, leashing violations, or unreasonable hardship in the educational or workplace setting. The Non-Service Animals on Campus Incident Reporting Form is on the Risk Management Department home page and can be found here: westminstercollege.edu/nsa-registration

The incident form will be routed to the appropriate Responsible Administrator and Risk Management for review and follow up.

7. RESPONSIBLE ADMINISTRATORS

Members of the president’s cabinet are responsible to enforce this policy.

8. DISCIPLINARY SANCTIONS

Violations of this policy may result in sanctions and corrective actions up to and including termination and/or expulsion as set forth in the Staff Corrective Action Policy and Procedures, the Faculty Manual, and the Student Code of Conduct.

9. RELATED POLICIES AND RESOURCES

- NSA Campus Incident Reporting Form
- NSA Registration Form
10. HISTORY

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<tr>
<th>Date of Last Action</th>
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<tr>
<td>September 11, 2019</td>
<td>Policy on Non Service Animals Adopted</td>
<td>Policy Governance Committee</td>
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<td>July 16, 2019</td>
<td>Interim Policy on Non Service Animals Approved</td>
<td>President’s Cabinet</td>
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11. SIGNATURE

____________________________________________________________
Approved: /s/______________________________________________
Bethami Dobkin, President