



Policies for On-Campus Residents with Animals

Table of Contents

- Unauthorized Pets 3
- Student-Residents with Disabilities Using Service or Emotional Support Animals..... 3
 - Section I. Policy Statement (SHSU President’s Office Policy PRE-28) 3
 - 1. Applicability..... 3
 - 2. Definitions 3
 - 2.01 Service Animal. 3
 - 2.02 Emotional Support Animal..... 4
 - 2.03 Pet. 4
 - 2.04 Owner/handler. 4
 - 2.05 University Official..... 4
 - 3. Service Animal Procedure 4
 - 3.01 Access for Service Animals..... 4
 - 3.02 Inquiries Regarding Service Animals 5
 - 3.03 Responsibilities of Service Animal Owner/Handler 6
 - 4. Emotional Support Animal Procedure..... 6
 - 5. Removal of Service and Emotional Support Animals 7
 - 5.01 Circumstances. 7
 - 5.02 Animal Removal..... 7
 - 6. Conflicting Disabilities 7
 - 7. Responsibilities of Faculty, Staff, and Other Members of the Campus Community Regarding Service and Emotional Support Animals 8
 - 8. Grievances Regarding Service and Emotional Support Animals..... 8
 - Section II. Standards of Behavior by Animal and Owner/Handler residing in University Housing 9
 - 1. Animal Identification..... 9
 - 2. Animal Well-being and Hygiene 9



3. Owner/Handler Responsibility for SHSU Facilities 10

4. Owner/Handler’s Responsibility to Address Complaints..... 11

Section III. Service/ESA Animal Registration with Residence Life 11

 Service Animal Registration 11

 Emotional Support Animal Registration 11

Authorized Household Pets 12

 Section I. Purpose 12

 Section II. Guidelines for Approval 13

 1. Residence Facilities Approved for Pets 13

 2. Types of Approved Pets 13

 3. Requirements for Eligibility 13

 4. Non-Refundable Pet Registration Fee 14

 Section III. Approval Process 14

 1. Documents Needed for Pet Approval 14

 2. How to Complete the Pet Application..... 14

 3. Timeline for Pet Approval 14

 4. Non-Refundable Pet Registration Fee Applied to Student Account..... 14

 5. Registration Period..... 15

 6. Acclimation Period 15

 7. Pet Application Cancellation 15

 8. Bringing a New Pet to Campus after Initial Approval 15

 Section IV. Standards of Behavior by Animal and Animal Owner residing in University Housing 15

 1. Animal Identification 15

 2. Animal Well-being and Hygiene 15

 3. Pet Owner Responsibility for SHSU Facilities 16

 4. Pet Owner’s Responsibility to Address Complaints..... 17



Unauthorized Pets

Any animal not approved by Residence Life to be in an on-campus housing facility is an unauthorized pet. If an unauthorized pet is found, a \$75.00 fine (per animal) will be assessed, and the unit will be treated for pests upon removal of the animal at the resident's cost. Subsequent violations will be automatically referred to the Assistant Director for Student Discipline. There is no grace period for removing an "unauthorized" pet. Stray animals may not be fed from any on-campus residence.

Student-Residents with Disabilities Using Service or Emotional Support Animals

Section I. Policy Statement (SHSU President's Office Policy PRE-28)

Sam Houston State University (SHSU or University) is committed to ensuring persons with disabilities who use service or emotional support animals have the opportunity to receive the benefit of the work or tasks these animals perform or the therapeutic support they provide by State and Federal laws.

General inquiries regarding student and visitor use of service or emotional support animals on campus may be addressed to the Director of SHSU Services for Students with Disabilities (SSD), Lee Drain Annex, SHSU Box 2091, Huntsville, Texas 77341, telephone 936-294-3512, TDD 936-294-3786, and email disability@shsu.edu.

1. Applicability

This policy applies to university students and campus visitors with disabilities using service or emotional support animals. University employees or applicants seeking assistance or guidelines for using service or emotional support animals should contact the Associate Vice President of Human Resources and Risk Management.

2. Definitions

2.01 Service Animal. *Service animal* means any dog individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

- a) Other species of animals, whether wild or domestic, trained or untrained, are not service animals for this definition (with the possible exception of miniature horses, per federal regulations).
- b) The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include but are not limited to



- assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.
- c) The crime deterrent effects of an animal's presence and providing emotional support, well-being, comfort, or companionship do not constitute work or tasks for this definition.

2.02 Emotional Support Animal. An *emotional support animal* is an animal that is necessary to afford a student with a disability an equal opportunity to use and enjoy university housing. An emotional support animal provides emotional support that alleviates one or more identified symptoms or effects of a person's documented disability. Such animals generally have no formal training and do not assist a person with activities of daily living or other disability-related tasks. Emotional support animals include a broader range of species than service animals. Such animals are also known as comfort or therapy animals. Emotional support animals may be permitted as accommodation only for student residents in university residence halls, per the Emotional Support Animal Procedure. Emotional support animals are prohibited in any other university facility except designated emergency evacuation shelters on campus.

2.03 Pet. *Pet* means an animal kept for ordinary use and companionship. A pet is not considered a service or emotional support animal and is not covered by this policy. Pets, except properly tanked fish, is only permitted in designated areas of University Housing, as noted in the Authorized Household Pets section in the *Policies for On-Campus Residents with Animals* within Residence Life.

2.04 Owner/handler. *Owner/handler* means a person with a disability who uses a service or emotional support animal.

2.05 University Official. *University official* means a faculty or staff member responsible for a classroom, office, department, building, facility, program, service, activity, or event of the university; and representatives of the SHSU Public Safety Services (University Police Department).

3. Service Animal Procedure

3.01 Access for Service Animals

SHSU generally allows service animals on campus, in university buildings and facilities, and at university events when accompanied by a person with a disability who indicates that the



animal is trained to provide a specific service directly related to the person's disability. A service animal may not be permitted if the animal poses a substantial and direct threat to the health or safety of others, constitutes a fundamental alteration to the nature of a university program or service, or meets one of the other exclusionary criteria detailed in Removal of Service and Emotional Support Animals, below. Note: Students planning to reside with service animals in university housing are asked to notify the Department of Residence Life before the animal comes to campus.

Students intending to use service animals in science labs, animal research facilities, food preparation sites, clinical settings, or other sensitive areas are advised to contact the lab supervisor or course instructor and the SSD Director before the semester in question to determine whether and how the animal's presence and its work or tasks can be safely accommodated. The animal's presence or the work or tasks it performs fundamentally alter campus areas or activities. In some instances, protective equipment for the animal and other precautions may be required for the service animal to be present. The animal may be prohibited if it is determined that using protective equipment or other precautions would not sufficiently mitigate a substantial and direct threat to health and safety. If a service animal is prohibited, the university will provide the individual with a disability the opportunity to participate in the program, service, or activity without having the animal present.

3.02 Inquiries Regarding Service Animals

Per federal law, persons with disabilities who service animals accompany must not be asked to identify the nature or extent of their disabilities or to provide documentation of the same.

Regarding a service animal:

- a. Generally, university officials will not inquire about an animal's status as a service animal if it is readily apparent that the animal is trained to do work or to perform a task on behalf of a person with a disability (e.g., a dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to a person with an observable mobility impairment).
- b. University officials will not require documentation of an animal's training or certification as a service animal.
- c. Suppose it is not readily apparent that an animal is doing work or performing a task on behalf of a person with a disability. In that case, university officials may discreetly make the following limited inquiries of the owner/handler:
 - i. Whether the animal is a service animal required because of a disability; and
 - ii. The work or task the animal has been trained to perform.
- d. If a university official cannot ascertain whether an animal is a service animal, said official will refer a student or visitor owner/handler to the SSD Office. The SSD Director or their



designee will make the inquiries noted in 3.02c above to determine whether the animal qualifies as a service animal. Upon making this determination, the SSD Office will provide a letter to the owner/handler of the qualifying service animal verifying that the animal is permitted on campus by this policy.

3.03 Responsibilities of Service Animal Owner/Handler

- a. Service animal owners/handlers are solely responsible for any damage or injury caused by their animals. The university may impose financial costs on owners/handlers for property damage caused by their animals.
- b. Owner/handlers must maintain control of their service animals at all times.
 - i. Service animals must be harnessed, leashed, or tethered unless these devices interfere with the animal's work or the individual's disability precludes using these devices. In that case, the owner/handler must maintain control of the animal by voice, signal, or other effective means.
 - ii. The service animal should be unobtrusive to other individuals in the learning, living, or working environment.
 - iii. Service animals should not block aisles, passageways, or fire egress.
- c. Owner/handlers are solely responsible for care costs and arrangements for their service animals' health and well-being, including pest control.
- d. Owner/handlers must comply with all applicable laws and regulations about animal vaccination, licensure, and health.
- e. Owner/handlers are solely responsible for cleaning up after service animals and adequately disposing of animal waste. If the owner/handler cannot clean up after a service animal, they must hire or recruit another individual capable of meeting this requirement.
- f. It is recommended, but not required, that a service animal wear a commonly recognized sign or symbol, identifying it as a working animal but not disclosing the owner/handler's disability.

4. Emotional Support Animal Procedure

Emotional support animals are permitted only in university residence halls for residents, provided that the SSD Office approves the animal and is necessary for the resident with a documented disability to have equal access to housing. The SSD Office will require documentation of the student resident's disability and disability-related need for an emotional



support animal in university housing, consistent with the [SSD General Documentation Guidelines](#). Emotional support animals are not permitted in university facilities other than residence halls for student residents and designated emergency evacuation shelters on campus.

5. Removal of Service and Emotional Support Animals

5.01 Circumstances. Under the circumstances described below, a university official may remove or bar service and emotional support animals from a university facility or the campus. When a service or emotional support animal is removed under this policy, the university shall provide the individual with a disability the opportunity to participate in the service, program, or activity without having the animal on the premises.

5.02 Animal Removal. Service and emotional support animals may be removed for the following reasons:

- a. **Out-of-Control Service or Emotional Support Animal.** An owner/handler may be directed to remove a service or emotional support animal that is out of control when the owner/handler does not or cannot take effective action to control the animal. The service or emotional support animal is considered an extension of the owner/handler, and SHSU Policies govern the animal's behavior. If the out-of-control behavior occurs repeatedly, the animal may be barred from campus until the owner/handler can demonstrate that they have taken significant steps to mitigate the behavior.
- b. **Undomesticated Service or Emotional Support Animal.** An owner/handler may be directed to remove an animal that is not sufficiently domesticated.
- c. **Direct Threat.** An owner/handler may be directed to remove a service or emotional support animal deemed to pose a substantial and immediate threat to the health and safety of others. Factors constituting a direct threat may include but are not limited to the following: aggressive or threatening animal behavior; diseased state or substantial uncleanliness of an animal; pest infestation; or the presence of an animal in a sensitive environment that would compromise essential standards of safety, sanitation, or sterility.
- d. **Other Non-Compliance with Residence Life Animal Owner's Agreement Form.** An owner/handler may be directed to remove an emotional support animal from a university residence hall if the owner/handler fails to comply with the terms and conditions of the Residence Life Animal Owner's Agreement Form.

6. Conflicting Disabilities



Individuals on the university campus may have allergic or phobic reactions to service or emotional support animals. Such reactions may qualify as disabilities. In cases of conflicting disabilities, the university will consider the needs of both the person with a service or emotional support animal and the person with an allergic or phobic reaction to the animal in meeting the obligation to accommodate both parties effectively and expeditiously reasonably. Students requesting accommodations for allergic or phobic reactions to service or emotional support animals on campus should contact the SSD Office. Visitors requesting accommodations for allergic or phobic reactions to service or emotional support animals on campus are advised to contact the university official or department responsible for the event or program the visitor is attending. Visitors may also contact the SSD Office.

7. Responsibilities of Faculty, Staff, and Other Members of the Campus Community Regarding Service and Emotional Support Animals

Members of the university community must abide by the following practices:

- a. Allow service animals to accompany their owner/handler at all times and in all places on campus and at off-campus, university-sponsored events unless the animal meets one of the exclusionary criteria detailed in [Removal of Service and Emotional Support Animals](#) above;
- b. Avoid all questions to owners/handlers regarding their disabilities;
- c. Abstain from petting, touching, speaking to, or otherwise engaging a service or emotional support animal unless invited to do so by the owner/handler;
- d. Do not separate an animal from its owner/handler and;
- e. When accompanied by an approved trainer, allow service dogs in training the same access as fully trained service dogs.

8. Grievances Regarding Service and Emotional Support Animals

Students grieving the denial or exclusion of an animal under this policy are referred to Section 6 of the university's Disabled Student Policy, [Academic Policy Statement 811006](#), and to the SSD Office for guidance and assistance in filing such a grievance. Campus visitors with such concerns may also contact the SSD Office.



Section II. Standards of Behavior by Animal and Owner/Handler residing in University Housing

1. Animal Identification

- After approval from SHSU Disability Services, Owner/Handler must register the ESA animal with Residence Life (via SHSU Student Housing Portal located in MySam) and provide current vaccination documents and an Emergency Contact.
- Owners/Handlers with Service Dogs are encouraged to voluntarily register their Service Dog with Residence Life (via SHSU Student Housing Portal in MySam).
- All approved Owners/Handlers may only have the approved service dog or ESA. No other types of animals are permitted. The animal must wear the appropriate collar tags (if applicable: tag with the pet's name, Owner/Handler's name, contact number, and rabies vaccination tag).
- The Owner/Handler will designate another person as an Emergency Contact. The Emergency Contact must live within a reasonable distance from SHSU and may not be someone who lives on campus.

2. Animal Well-being and Hygiene

- All Owners/Handlers must adequately maintain their animals' hygiene, health, and vaccination. The Owner/Handler must feed and provide water for the animal inside their room or apartment. Animal food or water may not be left outside the Owner/Handler's room or apartment at any time. The Owner/Handler must provide SHSU with up-to-date vaccination records.
- The animal must be housebroken.
- To minimize the possibility of pest and allergy problems, it is recommended that the Owner/Handler utilize a veterinarian-recommended pest control program.
- Animals must not be left overnight in residential facilities to be cared for by anyone other than the Owner/Handler. Suppose the Owner/Handler is to be absent from their apartment overnight or longer. In that case, the animal must accompany the Owner/Handler, or the Owner/Handler must make accommodations to board the animal off-campus at the Owner/Handler's expense.
- Animals must never be left alone outside the apartment and should not be tied to any fixed object outside the apartment.
- Owner/Handler negligence or mistreatment of an animal will not be tolerated.



3. Owner/Handler Responsibility for SHSU Facilities

- The Owner/Handler is responsible for promptly removing feces from University grounds, disposing of it in a plastic bag, and then placing that bag in an outside garbage dumpster. Animal feces must never be placed in the building's garbage cans or the small trash cans on the University property. The Owner/Handler agrees to carry appropriate disposal tools (i.e., plastic bags) when taking the animal outside onto the University property.
- The Owner/Handler's living accommodations may be inspected for fleas, ticks, or other pests, as part of SHSU standard or routine inspections. Should fleas, ticks, or other pests be found while the student is occupying the space, a pest control treatment will be requested, and a cost of \$75 will be added to the Owner/Handler's student account. A checklist for treatment preparation will be provided before treatment. Failure to comply with the treatment checklist and being unprepared for the scheduled treatment will result in a \$50 rescheduling charge. Should the pest issue warrant subsequent treatments, each treatment will be a \$75 charge to the Owner/Handler. Once all residents vacate the unit, a pest control treatment will be conducted at no cost to the Owner/Handler.
- Pet gates across bedroom doors, front doors, and hallways that could impede fire egress are prohibited, maintaining a clear path for fire egress and safety as required by state and local fire codes.
- Crating, caging, and stationing animals when unattended is required to protect the safety of the animal and University staff when maintenance for the room is scheduled. Owner/Handlers are responsible for ensuring that the animal is contained, as appropriate, when the Owner/Handler is not present (i.e., Owner/Handler is in class). The Owner/Handler is responsible for notifying University Maintenance that an animal is present when submitting a maintenance ticket.
- Animals must never be allowed to run freely on the University campus. They must always be leashed (or transported in a carrying kennel) when in transit outside of their designated room assignment. Pet leashes of 6 feet or less are required for all animals outside. Owner/Handlers must utilize the shortest direct path when taking an animal outside of the building. Public spaces such as building lobbies, laundry rooms, and outdoor recreation areas are off-limits for animals.
- The Owner/Handler is responsible for any damages and subsequent needed repairs or replacements due to the animal, aside from normal wear and tear. The Owner/Handler agrees to report damages as they occur and pay for those damages as they accumulate. The Residence Life Maintenance team will assess damage charges to include, but are



not limited to, damage repair, cleaning of surfaces and carpet, and flooring replacement.

4. Owner/Handler's Responsibility to Address Complaints

- The animal must be maintained to avoid disturbing other residents, including roommates, due to noise, odor, etc. The Owner/Handler must respond to complaints from other residents. Suppose a formal grievance is filed with the Department of Residence Life. In that case, a review will be held, and the decision to allow the animal in the residential facility may be revoked or altered.
- Suppose an animal causes harm to an individual. In that case, the Department of Residence Life may immediately require an animal removed from campus, pending a review to determine a formal solution. It is the responsibility of the Owner/Handler to make immediate alternative arrangements for the animal (such as temporarily in a kennel) at the Owner/Handler's cost. All liability for the actions of any animal (bites, scratches, etc.) remains the responsibility of the Owner/Handler. Violations concerning any of the policies may result in the Owner/Handler being in breach of their housing contract and can result in loss of housing privileges.

Section III. Service/ESA Animal Registration with Residence Life

Service Animal Registration

As a courtesy, Owners/Handlers of Service Animals are encouraged (but not required) to register the animal with Residence Life.

To voluntarily register a Service Animal, the Owner/Handler will access the SHSU Housing Portal within MySam Students and choose Animal Application from the menu choices. The Owner/Handler will indicate "Service Animal" and complete the requested information when prompted.

All registered Service Animals are valid for the Owner/Handler's entire stay on campus. Owner/Handlers are encouraged (but not required) to re-register their animal each academic year.

Owner/Handlers who decide to remove approved animals must cancel their Animal Application in the Housing Portal within MySam Students allowing the Residence Life Staff to know that the animal is no longer residing on campus.

Emotional Support Animal Registration

After approval from SHSU Disability Services, the Owner/Handler will be authorized to register the Emotional Support Animal in the SHSU Housing Portal within MySam Students. The Owner/Handler will select Animal Application from the menu choices. The Owner/Handler will indicate "Emotional Support Animal" and complete the requested information when prompted.



All registered Emotional Support Animals are valid for the Owner/Handler's entire stay on campus. Owner/Handlers must re-register their animal each academic year by submitting a new Animal Application and providing updated vaccination documentation.

Owner/Handlers who decide to remove approved animals must cancel their Animal Application in the Housing Portal within MySam Students allowing the Residence Life Staff to know that the animal is no longer residing on campus.

Owner/Handlers who were previously approved to bring an animal to campus subsequently decide to remove them and instead bring a new animal must re-start another animal application for the new animal. Generally, Owners/Handlers will not seek SSD approval to bring a different animal to campus unless mitigating circumstances warrant SSD attention.

Authorized Household Pets

Section I. Purpose

SHSU Residence Life allows resident students to keep their pet on-campus, in designated residential facilities, while the student is enrolled in classes. SHSU is committed to providing a safe and well-maintained environment for all residents. It is the responsibility of the SHSU Student ("Pet Owner") to protect the rights of all students, uphold a safe and healthy living and learning environment, take adequate care of their pet, and practice behaviors that support the upkeep of facilities and the physical beauty of the residential areas. Students who bring a pet to SHSU are responsible for understanding and abiding by the regulations of the Pet Policy. Every Pet Owner is encouraged to carefully consider the advantages and disadvantages of the campus environment for their pet.

Pet Owners assume all responsibility for pet actions regardless of circumstances. Pet Owners are liable for any harm or damage their pet causes to another person, animal, or personal or university property. SHSU is not responsible for injury or damage to pets resulting from any reason, including, but not limited to, wildlife encounters, vehicles, fire or burns, inclement weather, and evacuation plans. Also, SHSU shall not, under any circumstances, be held liable for personal injury or damages caused by the animal. The Pet Owner agrees to indemnify and hold SHSU harmless from all payments, expenses, costs, attorney's fees, and all claims and liabilities for losses or damages to property or injuries to persons caused wholly or partially by or resulting from the approved pet. Likewise, Pet Owners must respect requests by any member of the residential community who does not wish to interact directly with their pet by appropriately restraining their pet and keeping their pet at a safe distance.

The Executive Director for Residence Life or their designee oversees successful pet registration processes. Non-refundable pet registration fees support the materials, educational workshops, and general needs to uphold and improve facilities for animals housed on-campus at SHSU.



Section II. Guidelines for Approval

1. Residence Facilities Approved for Pets

- Approved cats and dogs are only permitted in Bearkat Village buildings A – I, Copper Village, and San Jacinto Hall Studio units. Pets are not allowed in any other residential facilities or campus buildings.
- Approved Pet Owners may bring their pet into their assigned room, hallways, stairwells, and other common areas along the route to the assigned room. Pets are not allowed on University furniture in common areas.

2. Types of Approved Pets

- Only common household pets will be approved under this policy. These animals are limited to cats, dogs, and fish in tanks of 10 gallons or less. All cats and dogs will need to be registered with SHSU Residence Life. *Fish do not need to be registered, nor are owners required to live in areas where pet dogs and cats are allowed or pay the non-refundable \$300 Pet Registration Fee annually.* Residence Life has discretion in determining whether an animal will be approved as a pet under this policy, but in no case will farm animals, production animals, lab animals, reptiles, spiders, or other exotic animals be approved.
- For safety purposes, certain dog breeds are prohibited: Rottweiler, Doberman, Bull Mastiff, Chow, Canario, Akita, Staffordshire Terrier, Alaskan Husky, Alaskan Malamute, German Shepherd, St. Bernard Boxer, Great Dane, Dalmatian, and Wolf breeds. Other large dog breeds are also subject to the discretion of the Executive Director for Residence Life or designee.
- Fish in aquariums not exceeding 10 gallons per room are permitted in all residential facilities. Fish do not require an approval process, and students bringing fish are not required to pay the non-refundable \$300 Pet Registration Fee.

3. Requirements for Eligibility

- Only one pet per resident, except for fish. Cats and dogs must meet the following requirements for approval eligibility:
 - Must be at least one year of age.
 - Must weigh no more than 60 pounds fully grown.
 - Must be housebroken and crate trained.
 - Must always wear collars and permit tags (ex: Rabies).
 - Must be spayed or neutered.
- Required immunizations for all cats and dogs must be kept up-to-date, and a copy of the immunization record must be on file with the Residence Life Department. All approved



pets must comply with applicable laws and ordinances regarding animals and their treatment and care.

4. Non-Refundable Pet Registration Fee

- The Pet Owner must pay a non-refundable \$300 Pet Registration Fee every academic year. Non-refundable Pet Registration Fees support the materials, educational workshops, and general needs to uphold and improve facilities for animals housed on-campus at SHSU. The Pet Owner is responsible for all damage costs incurred during occupancy.

Section III. Approval Process

1. Documents Needed for Pet Approval

Within the MySam Housing Portal, the Pet Owner will be required to upload the following documents and provide an Emergency Contact who is within reasonable driving distance and does not reside on campus:

1. Current photo of the animal
2. The current record of standard cat or dog vaccinations (including rabies vaccination)
3. Proof of age (must be at least one year old)
4. Proof of spay or neuter procedure

2. How to Complete the Pet Application

To complete the Pet Application, the Pet Owner will log into the SHSU Housing Portal in MySam Students by choosing Animal Application from the menu choices. When prompted, the Pet Owner will choose "Pet" from the available options and complete the application by answering all questions, uploading required documentation supporting pet spay/neuter, Rabies Vaccination, and a photo of the animal.

3. Timeline for Pet Approval

Pet Owners will be notified via SHSU email of approval/denial within ten business days of receiving the completed pet application. The Pet Owner has a Reserved or In-Room booking in a building that allows pets. Suppose a Pet Owner brings a pet to campus before receiving approval. In that case, this may result in SHSU disciplinary sanctions, fines, and potentially the loss of on-campus pet privileges for the Pet Owner.

4. Non-Refundable Pet Registration Fee Applied to Student Account

The Pet Owner must pay a non-refundable \$300 Pet Registration Fee if otherwise approved as described above. The fee will be placed on the student account one week before check-in or immediately after approval if during the academic year. The fee must be paid promptly according to the payment schedules set forth by the SHSU Cashier's Office.



5. Registration Period

All registered pets are valid for one academic year (fall, spring, and subsequent summer sessions). If a Pet Owner is approved in the spring or summer of the current academic year, they must re-register their pet for future academic years.

6. Acclimation Period

Approved pets will be given a two-week acclimation period at move-in. Residence Life reserves the right to revoke pet approval and requires the pet to be removed from campus if the pet does not acclimate within two weeks or in extreme circumstances.

7. Pet Application Cancellation

Pet Owners who decide to remove approved animals must cancel their pet application in the Housing Portal within MySam Students allowing the Residence Life Staff to know that the pet no longer resides on campus. SHSU will retain the non-refundable \$300 fee and not returned to the Pet Owner.

8. Bringing a New Pet to Campus after Initial Approval

Pet Owners who were previously approved to bring an animal to campus subsequently decide to remove them and instead bring a new animal must re-start another animal application for the new animal. If approved to bring their new animal, the Pet Owner agrees to pay the non-refundable \$300 Pet Registration Fee.

Section IV. Standards of Behavior by Animal and Animal Owner residing in University Housing

1. Animal Identification

- All approved Pet Owners may only have the approved service dog or ESA. No other types of animals are permitted. The animal must wear the appropriate collar tags (if applicable: tag with the pet's name, Pet Owner's name, contact number, and rabies vaccination tag).
- The Pet Owner will designate another person as an Emergency Contact. The Emergency Contact must live within a reasonable distance from SHSU and may not be someone who lives on campus.

2. Animal Well-being and Hygiene

- All Pet Owners must adequately maintain their animals' hygiene, health, and vaccination. The Pet Owner must feed and provide water for the animal inside their room or apartment. Animal food or water may not be left outside the Pet Owner's room or apartment at any time. The Pet Owner must provide SHSU with up-to-date vaccination records.
- The animal must be housebroken.



- To minimize the possibility of pest and allergy problems, it is recommended that the Pet Owner utilize a veterinarian-recommended pest control program.
- Animals must not be left overnight in residential facilities to be cared for by anyone other than the Pet Owner. Suppose Pet Owner is absent from their apartment overnight or longer. In that case, the animal must accompany the Pet Owner or the Pet Owner must make accommodations to board the animal off-campus at the Pet Owner's expense.
- Animals must never be left alone outside the apartment and should not be tied to any fixed object outside the apartment.
- Pet Owner negligence or mistreatment of an animal will not be tolerated.

3. Pet Owner Responsibility for SHSU Facilities

- The Pet Owner is responsible for promptly removing feces from University grounds, disposing of it in a plastic bag, and then placing that bag in an outside garbage dumpster. Animal feces must never be placed in the building's garbage cans or the small trash cans on the University property. The Pet Owner agrees to carry appropriate disposal tools (i.e., plastic bags) when taking the animal outside onto the University property.
- The Pet Owner's living accommodations may be inspected for fleas, ticks, or other pests, as part of SHSU standard or routine inspections. Should fleas, ticks, or other pests be found while the Pet Owner is occupying the space, a pest control treatment will be requested, and a cost of \$75 will be added to the Pet Owner's student account. A checklist for treatment preparation will be provided before treatment. Failure to comply with the treatment checklist or being unprepared for the scheduled treatment will result in a \$50 rescheduling charge. Should the pest issue warrant subsequent treatments, each treatment will be a \$75 charge to the Pet Owner. Once all residents vacate the unit, a pest control treatment will be conducted at no cost to the Pet Owner.
- Pet gates across bedroom doors, front doors, and hallways that could impede fire egress are prohibited, maintaining a clear path for fire egress and safety as required by state and local fire codes.
- Crating, caging, and stationing animals when unattended is required to protect the safety of the animal and University staff when maintenance for the room is scheduled. Pet Owners are responsible for ensuring that the animal is contained, as appropriate, when the Pet Owner is not present (i.e., Pet Owner is in class). The Pet Owner must notify University Maintenance that an animal is present when submitting a maintenance ticket.



- Animals must never be allowed to run freely on the University campus. They must always be leashed (or transported in a carrying kennel) when in transit outside of their designated room assignment. Pet Owners must utilize the shortest direct path when taking an animal outside of the building. Pet leashes of 6 feet or less are required for all animals outside. Public spaces such as building lobbies, laundry rooms, and outdoor recreation areas are off-limits for animals.
- The Pet Owner is responsible for any damages and subsequent needed repairs or replacements due to the animal, aside from normal wear and tear. The Pet Owner agrees to report damages as they occur and pay for those damages as they accumulate. The Residence Life Maintenance team will assess damage charges to include, but are not limited to, damage repair, surfaces and carpet cleaning, and flooring replacement.

4. Pet Owner's Responsibility to Address Complaints

- The Pet Owner must respond to complaints from other residents. The animal must be maintained to avoid disturbing other residents, including roommates, due to noise, odor, etc. Suppose a formal grievance is filed with the Department of Residence Life. In that case, a review will be held, and the decision to allow the animal in the residential facility may be revoked or altered.
- Suppose an animal causes harm to an individual. In that case, the Department of Residence Life may immediately require an animal removed from campus, pending a review to determine a formal solution. The Pet Owner is responsible for making immediate alternative arrangements for the animal (such as temporarily in a kennel) at the Pet Owner's cost. All liability for the actions of any animal (bites, scratches, etc.) remains the responsibility of the Pet Owner. Violations concerning any of the policies may result in the Pet Owner being in breach of their housing contract and can result in loss of housing privileges.