



## ON-CAMPUS POLICIES FOR PETS

2024-2025

### Requirements of Animals and Owners

Individuals must be pre-approved to have a pet (not an assistance, support, or service animal) on campus. There are two different pet types on campus, small and large animals.

#### **Small Animals**

Small animals (hamsters, gerbils, small lizards, etc. that can be held in small, confined cages/tanks) are allowed in campus residential facilities. Students must gain approval to have their small animals in their room PRIOR to the animal arriving on campus. The approval process comes with an “Approved Animal in Residence” sign, and a yearly \$75.00 fee for the full academic year. Please note that approval of small animals will remain at \$75.00 regardless of what point in the academic year the request is made. The application form can be found at <https://redcap.link/smallpetapplication>

#### **Large Animals**

You may not bring a brand-new large animal to pet-friendly housing. All pets must have lived with the student or their family for at least 3 months prior to arriving on campus, and the animal must be at least one year of age. The maximum weight for a large pet is 75 pounds. Only one pet per student may live in campus housing. A pet agreement must be signed, vaccination records provided, and all documentation submitted prior to the application being processed, and the student will be assessed a \$250/semester, non-refundable, large pet fee. Large animals must apply for pet-friendly housing at <https://redcap.link/petfriendly>—large pet housing is only located in Katharine Parker (KP) and Wiley Halls.

Once approved, owners are responsible for their animals at all times and must comply with the following requirements:

- The owner must have completed the requirements outlined in this policy.
- The owner must submit a new request and approval process each year, with priority preference given to those who have been approved the previous year, so long as no issues were present the prior year.
- The owner must have the pet’s photo ID made prior to arrival on campus. The owner must keep the ID on them at all times when the animal is with them. If a friend is taking care of the animal for any period of time, the ID must be in the caretaker’s possession.
- The owner or caretaker must show the ID when asked by any college official.
- The owner may not allow the animal to visit or stay overnight in any room on campus other than their own.
- The owner of the animal must be in full control of the animal at all times. The animal should respond to voice or hand commands at all times.
- The owner must ensure that animals are on a leash at all times when the animal is outside of the owner’s private room. The owner must take responsibility for the behavior of the animal in private and public places, and for due care and diligence in the use of the animal on campus.

- The owner may never tie up the animal outside of a building on campus while not with the animal.
- The owner is responsible for ensuring that the animal does not unduly interfere with routine activities of campus. The owner should be aware of and sensitive to the diverse levels of comfort other campus community members will have to the presence of an animal in the building and community. Some may be very excited/interested; others may be fearful/uncomfortable. If the owner is experiencing any problems, they should report them to Residence Life immediately. Similarly, if Residence Life is made aware of any concerns, they will discuss with the owner as soon as possible.
- The owner is responsible for instructing others on appropriate interactions with the animal and setting clear expectations.
- The animal should be unobtrusive to other individuals and the learning, living, and working environment. At no time can an animal become an undue concern and/or disruption to the community including, but not limited to allergic reactions, aggression, resident anxiety, noise, and/or odor. Should any such concerns be serious enough to warrant, removal of the animal from College property and/or other administrative actions may be necessary.
- An animal will not be permitted to live in College housing if it has a history of dangerous behavior. It will also not be allowed to stay on campus if the animal's behavior poses a threat to the health or safety of the owner or others and the owner takes no effective action to control the animal's behavior to eliminate the threat.
- The owner is responsible for the actions of the animal including financial obligations of bodily injury.
- The owner must clean up after the animal, including the sanitary disposal of animal wastes inside and outside (must be placed in outdoor receptacles).
- The animal **MUST** be completely house trained—for dogs: trained to urinate and defecate outside on grassy areas. No training pads are allowed.
- The owner will be financially responsible for any damage caused by the animal beyond reasonable wear and tear. This may include the cost of cleaning all carpets, drapes, and/or furniture to remove pet odors, dander, hair, etc. Residence Life reserves the right to determine if such additional cleaning is necessary.
- The College will inspect the animal's location on a regular basis as a part of routine health and safety inspections. If fleas, ticks, or other pests are detected through inspection, the College will treat the areas as appropriate. The owner will be billed for the expense of any pest treatment necessitated by the presence of the animal, including by applying such charges to the student's Hanover account.
- The owner is responsible for setting up a time for any maintenance concerns in their facility to be addressed while the animal is removed or contained. The onus is placed on the owner to establish an appointment for such work.
- The owner must ensure that dogs are licensed in accordance with state and county regulations and wear a valid vaccination tag.
- The owner is responsible for the health of the animal and must provide verification from a qualified veterinarian that all vaccinations appropriate for that type of animal are current. Additionally, there must be proof that the animal is without parasites (including but not limited to fleas, hookworms, round worms, etc.) through certification of a qualified veterinarian.
- If an owner obtains a new/different animal to be used under the provisions of this procedure the new/different animal must be registered with Residence Life.
- Owners may have only 1 registered animal at a time.

## **Exclusion of Pets**

The general rule is that pets may be allowed in the owner's residence halls in the owner's private room, but not in other buildings on campus. Pets may not enter classroom or other public indoor spaces.

- A pet may be excluded from a facility if that animal poses a direct threat to the health and safety of others, or conflicts with a service/support animal.
- A pet may be excluded from a facility, if that animal's behavior, such as barking or displaying aggressive behavior, is disruptive to the other participants within the facility.
- A pet will be excluded from a facility where the animal is prohibited due to safety or health restrictions, where the animal may be in danger, or where the animal's presence will compromise the integrity of research or other programs.

## **Conflicts Over Pets**

- Pets may negatively affect others with allergies, respiratory impairments and other relevant disabling conditions. Conflict resolution will be managed by Residence Life, with ADA-covered disabilities receiving priority.
- Evidence of disability and its impact may be required of those negatively affected by the presence of the animal.

## **Emergency Contact/Alternative Caregiver Information**

- The owner must provide contact information for an alternative caregiver/emergency contact who will take responsibility for the animal and remove it from campus should the owner be unable to care for it (e.g. hospitalization, accident)
- The caregiver/emergency contact must reside OFF campus and must be able to remove the animal in a timely manner (for dogs, within 6 hours; for other animals, no more than 12 hours).
- In instances where it is determined the animal needs are not being provided to ensure immediate health and well-being, the College reserves the right to have the animal removed from housing.
- The College may have an animal removed from housing if it is not removed in a timely manner as specified in this policy.

## **Care/Supervision**

- The owner acknowledges that Hanover College, Residence Life, and their staff are not responsible for any care or supervision of the animal. Care and supervision of the animal are the responsibility of the owner, who must maintain control of the animal at all times.
- The owner will be alerted to behavior concerns related to the animal as soon as possible and warned of steps needed to correct said behavior(s). This includes, but is not limited to noise from barking/meowing or other disruptions, scratching at the room door, and/or failure to properly dispose of waste.

- If after a warning has been provided, the behavior concerns continue, the College reserves the right to direct the owner to remove the animal from campus pending further conduct review. Please note: serious/aggressive behavior may result in immediate removal of the animal without warning.
- Any evidence of mistreatment or abuse of the animal will result in immediate removal of the animal and/or conduct proceedings for the responsible individual.
- The owner is responsible for ensuring the clean-up of the animal's waste. All animal waste must be placed in a sturdy plastic bag and securely tied up before being disposed of in outside trash receptacles.
- All bathing/washing of animals must take place off campus.

## **Removal of a pet**

The College reserves the right to remove a pet if there is evidence that the animal:

- Poses a direct threat to the health or safety of others or causes substantial property damage to the property of others and/or the College;
- The animal's presence results in a fundamental alteration of the College's program;
- The owner does not comply with the expectations/requirements set forth above; or
- The animal or its presence creates an unreasonable disturbance or interference with the College community.
- Shows signs of abuse or neglect.

If the animal is removed from the College for any reason, the owner is still required to fulfill all housing obligations of living on a residential campus.

I have read and understood the above information regarding my pet and will abide by all policies and expectations set forth. Failure to do so may result in inability to continue the animal's presence on Hanover College's residential campus. Failure to comply with the above expectations and/or related requests of the Residence Life staff will result in appropriate disciplinary action taken that may include fines, conduct action, or additional action deemed necessary by the College. I understand that I must request to bring my pet each year as part of the approval process. By signing below, I agree to the terms, conditions, and expectations within this policy.

|                |           |       |
|----------------|-----------|-------|
| _____          | _____     | _____ |
| Name (Printed) | Signature | Date  |

## **Emergency Caretaker Contact Information:**

Caretaker Full Name: \_\_\_\_\_

Caretaker Contact Number: \_\_\_\_\_

