

Inter American University of Puerto Rico
School of Optometry
Student Services



**HOUSING REGULATIONS FOR SERVICE
ANIMALS OR EMOTIONAL SUPPORT ANIMALS**

Housing Regulations for Service Animals or Emotional Support Animals

Purpose

These guidelines are adopted in accordance with the authority conferred on the Dean by the President, in order to regulate access to the grounds of the School of Optometry.

Scope

This document is applicable to members of the internal community (students, administration and faculty), as well as to members of the external community (visitors, service providers, others).

Legal Base

The School of Optometry of the Inter American University of Puerto Rico seeks to maintain a healthy, safe and inclusive university environment that promotes the best academic achievement of its students and provides quality services to the inter and external university community. For such purposes, provisions are made on the access of service animals. Among its services is reasonable accommodation, as established in Normative Document E-1213-005, Guides, Standards and Procedures for Addressing Requests for Reasonable Accommodation for Students, in accordance with the American with Disabilities Act and the American with Disabilities Act Amendments Act. (2009)

Definitions

1. University: Refers to the Interamerican University of Puerto Rico.
2. School: Refers to the School of Optometry of the Interamerican University of Puerto Rico
3. Facility: Physical structure of the School that has what is necessary for teaching, support services, food and/or activities, depending on their nature.
4. Student: Person enrolled in the School of Optometry in any of its programs and academic levels.
5. Visitor: Person from the community outside the School of Optometry.
6. Employee: Teacher or administrator who works in the School of Optometry, regardless of the type or nature of the position.
7. Emotional Support Animals: According to the U.S. Department of Housing and Urban Development (HUD), an emotional support animal is any animal that alleviates one or more symptoms or effects of an identified disability. Excluded from this definition are those animals that are prohibited by law.
8. Service Animals: Defined by Title II and Title III of ADA, a service animal is a dog that has been individually trained to do work or perform tasks to benefit an individual with a disability. The task(s) performed by the dog must be directly related to the person's disability.

Application and Required Documentation

Students must submit a request by email or person to bring a service or emotional support animal into the dorms or school. The request must be submitted to the Residence Administrator no less than sixty (60) days prior to the date the student intends to bring the animal on campus to allow sufficient time to evaluate and respond to the request. Animals prohibited by law and animals that by law or regulation are prohibited in public places will not be allowed at the dorms or the school.

Service Animals

The student may only have one (1) service animal in the room. Service animals are permitted in the school and facilities, except in those areas of the school where the presence of the service animal may constitute a danger to others or to the animal. When students with service animals must be in an area of actual or potential danger, students should contact the Residence Administrator to discuss possible alternative arrangements.

Emotional Support Animals

The student may only have one (1) emotional support animal in the room. Emotional support animals must remain in the student room at all times and are not allowed in other areas of the school, classrooms, library, administration buildings or facilities. The student is responsible for the animal.

Student Duties and Responsibilities

1. Observe and comply with the Housing Manual, the Student Regulations, as well as the Housing Guidelines for Service Animals or Emotional Support Animals.
2. Observe and comply with the terms and conditions of the Housing Contract.
3. Students are responsible for the animal at all times and may not delegate such responsibility to roommates or other student from the dorms, friends or employees. This includes the time of day or night that the student-resident is absent from his room or from the dorms. If the owner is in a shared apartment, the animal must be restrained in a carrier/crate while the owner is out of the room to protect the roommate's belongings.

It is the responsibility of the owner of the animal:

- Maintain control of your animal at all times inside and outside the room, in the classroom or other authorized school areas. In the case of student, when the animal is out of the room, the student must keep it on a leash or in an animal carrier. Loose animals without student supervision could be refer to the animal control services and removed from the University Housing.
- Keep the animal in good condition and clean. Any indication of mistreatment or abuse may result in the immediate removal of the animal from the University Housing or the School of Optometry.
- Make sure the animal does not make noises that could disturb other residents.

- Make sure that the animal has identification (tags) at all times.
 4. Animals must be properly trained to perform their biological needs in the place designated for it. Once the animal performs the biological needs (on the university campus grounds or in a diaper for these purposes), these must be disposed of immediately using a plastic bag and then place the bag in the garbage containers outside the dorms. Similarly, any other garbage such as, for example, food waste must be placed in a plastic bag and disposed of in the outdoor garbage dumpster, never inside the dorms.
 5. The student is responsible for any and all damage caused by the animal to other people, including, but not limited to, residents, students, visitors, school employees or service providers.
 6. The student is responsible for any and all damage caused by the animal to the property of another person, including, but not limited to, residents, students, visitors, employees of the school, or service providers.
 7. The student is responsible for any and all damage caused by the animal to the school property within the campus and including the rooms and common areas of the University Housing. In case of damage, a charge will be applied to the account of the student-resident.

Removal of Animals

The Residence Administrator may request the student to immediately remove the animal if the animal causes damage to other people, to another person's property, or to School property. The Residence Administrator may request the student to immediately remove the animal if the school determines that the animal is dangerous, has been abandoned or neglected, or if it causes noise that may disturb other students, residents, university employees, service providers, or to the residents of the community surrounding the School.

Inspections

The Residence Administrator may carry out inspections in the rooms and common areas of the dorms and other areas on campus to check the property of the School and the cleanliness of the same. The Residence Administrator may carry out inspections of the animals to verify their health status, including, but not limited to, fleas, ticks or other pests. In this situation, the student-resident must remove the animal from the dorms and will not be able to bring them back until they present a written certification from a veterinarian that certifies that the animal has been treated and it is pest free. If the School determines that there is a situation caused by a pest related to the animal, the student will be responsible for the cost of the fumigation services.

Request to bring a service or emotional support animal to the University Housing

Student-residents who are interested in bringing a service or emotional support animal to the University Housing must:

1. Submit an application to the Residence Administrator and submit all the required information and documentation.
2. Present a written certification from a veterinarian legally authorized to practice his profession in Puerto Rico or United States certifying that the animal is in good health, has received all the vaccinations required in Puerto Rico, is sterilized and is free of fleas, ticks or other pests.
3. After the request is evaluated and approved the student needs to pay \$100 dollars (non-refundable) to reserve the room.

Report Violations

Violations of these guidelines or inquiries about their scope or interpretation should be directed to the Residence Administrator by phone call or email.

The Inter American University of Puerto Rico, School of Optometry reserves the right to interpret these guidelines in its administration, implementation and application. Any violation of these guidelines may result in disciplinary action in accordance with the Student Regulations and the Manual of the University Residences. If there is ambiguity in any provision of these guidelines, the University reserves the discretion to interpret it in accordance with the purpose for which it was established, the impact on the operations of the University and in good faith, unless any law provides otherwise.