

<b>University of Prince Edward Island</b>	<b>Policy No.</b> govbrdgn10020	<b>Revision No.</b>
<b>Policy Title: Service Animal Policy</b>		<b>Page 1 of 3</b>
<b>Creation Date:</b>	<b>Version Date:</b> October 4, 2018	<b>Review Date:</b> October, 2023
<b>Authority:</b> Board of Governors	<b>Responsibility:</b> President VP, Administration & Finance	<b>WWW Access:</b> Yes

## 1. Purpose

- 1.1 The University encourages the full participation of University Community Members in all aspects of university life and strives to ensure fair and consistent treatment and access for all to University services, programs and facilities.
- 1.2 The purpose of this Policy is to establish guidelines regarding the presence of Service Animals on University-owned or operated premises.

## 2. Scope

- 2.1 The Policy shall apply to:
  - 2.1.1 Any University Community Member with physical, mental and/or sensory disabilities requiring the assistance of a Service Animal on University-owned or operated premises.
  - 2.1.2. Prospective students requiring the assistance of a Service Animal and having formally applied for such accommodation to the University.
- 2.2 The Policy shall conform to provisions of the Prince Edward Island Human Rights Act.

## 3. Definitions

- 3.1. **Service Animal** refers to a guide dog, signal dog or other animals individually trained to do work or perform tasks for the benefit of an individual with a disability. These tasks must be directly related to the disability including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders and sounds, activating an alert system in the event of a seizure or sudden drop in the Partner's blood sugar, opening and closing doors, or reducing stress commonly experienced in public places for individuals with Autism. Although not a legal requirement, the animal may wear specialized equipment such as a backpack, harness or collar.
- 3.2. **Partner** means a person with a disability who uses a Service Animal to obtain assistance with daily tasks.
- 3.3. **University Community Members** includes faculty members, librarians, employees, and students of the University, both full and part time; members of the University's Board of Governors, any other person who teaches, conducts research, or works or volunteers at or under the auspices of the University.
- 3.4. **University** means the University of Prince Edward Island

#### **4. Responsibilities**

- 4.1. This Policy is under the authority of the Board of Governors.
- 4.2. The administration of this Policy is under the responsibility of the Vice-President, Academic and Research and the Vice-President, Administration and Finance.

#### **5. Policy**

##### **5.1. Policy Oversight**

- 5.1.1. The University is committed to the full inclusion and participation of persons with disabilities in all aspects of university life. This commitment extends to the use of Service Animals on campus.

##### **5.2. General Policy Principles**

- 5.2.1. Service Animals are permitted and must be allowed to accompany their Partners on campus unless prohibited by law or if the presence of a Service Animal endangers the health and safety of other people on campus.
- 5.2.2. The Partner will ensure that the Service Animal is kept restrained and under control at all times.
- 5.2.3. The Partner will ensure and provide proof that the Service Animal has up-to-date vaccinations as recommended by a veterinarian.
- 5.2.4. Students requiring campus access for their Service Animals will have to make a formal request for access to the Accessibility Services Office as per the applicable procedures.
- 5.2.5. Employees requiring campus access for their Service Animals will have to make a formal request for access to Human Resources as per the applicable procedures.
- 5.2.6. Visitors are not required to register their Service Animals.
- 5.2.7. Partners must establish that their animals meet this Policy's definition of Service Animal by providing the University with appropriate medical documentation, within a period of time prescribed in the related Procedures.
- 5.2.8. When applying for on-campus residence, students who have been granted campus access for their Service Animals will also inform Residence Services accordingly and provide them with adequate notice to process the application.
- 5.2.9. Partners must comply with all Provincial and Municipal laws, regulations and bylaws pertaining to animal licensing, control and care.

##### **5.3. Prohibitions**

5.3.1. A Service Animal may be prohibited under any one of the following conditions:

- 5.3.1.1. The Service Animal is not behaving in an acceptable manner, is exhibiting violent or disruptive behavior and the Partner is not effectively controlling it.
- 5.3.1.2. The Service Animal is left unattended or unrestrained.
- 5.3.1.3. The presence of the Service Animal would fundamentally change the nature of a program, service or activity.
- 5.3.1.4. The Service Animal's presence, behavior or actions pose an unreasonable or direct threat to the property and/or health and safety of other people in the vicinity. The risk may not be remote or speculative in nature.
- 5.3.1.5. Areas of research, teaching or frequented by client-owned animals, such as the Atlantic Veterinary College, where the physical presence of a Service Animal poses any possibility of transfer of pathogens to or from the Service Animal or disruption of a research experiment.

5.3.2. The above prohibitions are determined on a case-by-case basis. In making any of these determinations, consideration must be given to the provision of reasonable alternate accommodation.

#### **5.4. Appeals**

Appeals of decisions made under this Policy may be made to the Registrar, in the case of students and to the Vice-President, Administration and Finance, in the case of employees.

#### **5.5. Incident reporting**

All incidents, including those arising from the behavior of a Service Animal, must be reported using the UPEI Incident Reporting Process. A UPEI incident report form must be completed and submitted immediately to the Health, Safety and Environment (HSE) Department.

### **6. Review**

6.1. This policy shall be reviewed every five years or as circumstances dictate.

### **7. Relevant policies**

7.1. This policy should be interpreted in conjunction with applicable sections in:

- 7.1.1. Policy govbrdgn10017: Access to Information and Protection of Personal Information and Privacy; and
- 7.1.2. Policy admss\_gn10002: Academic Accommodations for Students with Disabilities.