

## **Office of Residence Life**

### **Special Interest Housing**

### **2023-2024 Pet Friendly Community**

Southeast Missouri State University allows residential students the opportunity to have their family pet live with them on campus in select floors of Myers Hall.

The pet friendly hall procedures are separate from the Emotional Support/Service Animal Procedures. A pet is not considered an emotional support animal or service animal. See the Office of Residence Life website for information on the Emotional Support/Service Animal Procedure.

#### **I. Requesting a Pet**

Pets may not be brought into the pet friendly community in Myers Hall without prior approval from the Office Residence Life. Each request will be evaluated as outlined in this procedure, taking into consideration the individual request and the expectations of the University community.

Permitted pets include the following:

- a. Indoor domestic cats (under 40 pounds)
- b. Domestic dogs (under 50 pounds)
- c. Small, caged animals (hamsters, gerbils, guinea pigs, turtles, hermit crabs, etc.) that live in an aquarium 29 gallons or less or similarly sized cage.

Students requesting a pet must complete an ***Animal Registration Request*** form and submit it to the Office of Residence Life. Requests must be submitted annually or for each new housing contract period.

- a. A \$100 non-refundable registration/cleaning fee for dogs/cats (\$50 for small, caged animals) must also be submitted with the request each academic year. No pets will be allowed during the summer.
- b. Requests must be submitted a minimum of two weeks prior to bringing the pet to campus.
  1. Pets must arrive on campus during the first two weeks of each semester; after the first two weeks they will not be allowed to move to campus until the following semester.

**Health Documentation.** Students requesting a pet in the pet friendly community must provide all the following documentation to the Office of Residence Life along with their request:

- a. Veterinary proof of ownership according to age requirements:
  1. Dogs must be at least one year old and must have lived with the student's family for 10 months

2. Cats must be at least six months old and must have lived with the student's family for three months
3. Acquisition of animal by purchasing, fostering, adopting or strays is not permitted
- b. Documentation from a licensed veterinarian that the pet is current on all applicable vaccinations and is in good health. (Applicable animals must wear a current rabies vaccination tag.)
  1. Rabies, DAPP, distemper, flea/tick prevention and/or maintenance
  2. Dogs - provide records of Bordetella and Heartworm prevention
  3. Cats - FIV, Feline Leukemia Virus prevention (FeLV) and Heartworm prevention
- c. Certification of Altering (spay or neuter)
  1. Canine and feline only

**Additional information.** Students must also submit the following information with their request.

- a. Full photo of animal
- b. Proof of coverage by parent's property insurance, personal renter's insurance, or animal liability insurance. The insurance must include enough coverage to cover medical costs for someone injured by the pet.

**Request Decision.** Upon submission of all requested documents, students will receive approval/denial via email from the Office of Residence Life. Pets should not be brought to campus prior to receiving approval. Requests from owners who bring pets to campus prior to receiving approval will be denied.

If the request is denied due to documentation, a student should contact the Office of Residence Life for additional information about the request.

**Changing/Switching Animals.** If a student feels s/he needs to switch their pet or that circumstances warrant a change in animals, the Office of Residence Life will review the documentation submitted.

## II. Animal Health & Well-being

**Vaccination:** Pets must be immunized against diseases common to that type of animal. All vaccinations must be current as required by the ordinances of the City of Cape Girardeau, which can be found in the City of Cape Girardeau General Animal Ordinances & the Regulation and Control of Dogs in Missouri Municipalities. Applicable animals must have current vaccination against rabies and those vaccination records should be provided to the Office of Residence Life.

**Health:** Pets must have an annual checkup from a licensed veterinarian. Documentation can be a vaccination certificate or a veterinarian's statement regarding the animal's health.

- a. The University reserves the right/authority to direct that the pet receives veterinary assistance if the pet is believed to be in poor health.
- b. The pet will have fresh water and appropriate food on a daily basis.
- c. Documentation from a licensed veterinarian must be from within 6 months of the animal being brought to campus.

- d. Pets must be able to be left alone in rooms without causing disruptions to the living community. Owners will not be permitted a second pet to provide company to the original animal.

**Grooming:** The pet must be well-groomed (per breed), and measures should be always taken for flea and odor control. University facilities and/or bathrooms cannot be used for pet bathing or grooming.

### **III. Rules & Responsibilities of the Owner**

Once the Office of Residence Life has approved the pet, the Owner must abide by the following rules and responsibilities. Failure to abide by these expectations may lead to sanctions including removal of the pet from on-campus housing.

- a. The Owner must complete and submit to the Office of Residence Life the Animal Registration Request form, as well as the required documentation annually before bringing the requested pet to campus (details in section III).
- b. The Owner agrees to abide by all other University policies. Any exceptions to the pet procedure made under this procedure does not constitute an exception to any other University policy.
- c. The Owner agrees to place a University issued pet placard on the exterior door of their room.
- d. The pet will remain in the Owner's university assigned room and is not permitted in other student's rooms or the common areas (e.g., lounges) of the residential facilities, and other areas of the University such as classrooms, academic buildings, administrative buildings, libraries, dining services areas, fitness center, pool, etc., with the exception of transporting the pet to or from the residence, for medical or health care, or for occasional outdoor exercise. All pets, except dogs, must be transported in an appropriate carrier or containment device when being transported through the building.
- e. Approval of pets are specific to owners and may not be changed without permission.
- f. Pets brought on campus must be always under the control of the Owner. The Owner must be always in full control of the animal (i.e., leash, harness, crate). The Owner is solely responsible for the pet's well-being, care, and cleaning, including, but not limited to, regular feeding, bathing, grooming, daily care, and veterinary services.
  - 1. Food, water, and litter boxes must be in student rooms.
  - 2. Pets are not allowed in bathrooms.
  - 3. University laundry facilities and machines cannot be used for cleaning of a pet's bedding or toys due to potential allergies of other residents.
- g. The Owner must comply with all applicable laws regarding the keeping of a pet and is responsible for making sure the pet does not disrupt the residential community.
- h. The pet may not be left unattended overnight in the residential facilities to be cared for by another student. Pets must be taken with the owner if they leave campus for a prolonged period (e.g., the weekend). The Owner will be provided an opportunity to designate an emergency contact who can remove the pet, if needed.
- i. When pets are left unattended in a student's room, they are required to be in a crate, kennel, carrier, or cage. This containment will allow Southeast Missouri State University

officials access to the residential facilities for maintenance and other routine tasks without posing risk to the pet or employees.

- j. To the extent possible, the Owner should ensure that the pet does not do the following:
  - 1. Sniff people or the personal belongings of others
  - 2. Display any behaviors or noises that are disruptive to others
  - 3. Block any aisle of passageway for fire egress
  - 4. Excessive grooming
  - 5. Initiate contact with someone without the Owner's direct permission.
- k. Dogs must be "house broken" and cats as must be litter box trained. Other smaller animals (i.e., hamsters, gerbils, guinea pigs, turtles, etc.) must be caged and may not be left loose in the student's room or in the residence hall.
- l. Pets must be taken out of the building by way of the shortest and most direct path and must be maintained under standard restraints such as a carrier and/or collar when outdoors, in public areas, or in transit and must be confined to the residence when not in transit.
- m. The Owner is responsible for a pet during a fire alarm or drill or natural disaster.
- n. Fecal matter deposited on University grounds or within the facilities must be removed immediately and disposed of in exterior waste containers or dumpsters. The owner is to arrange for immediate removal of fecal matter if unable to perform the task personally.
- o. The Owner's residence may be inspected for fleas, ticks, pests, and/or damage to the residential facilities. The resident will be notified in advance of the inspections. If fleas, ticks, or other pests are detected through inspection, the residence hall will be treated using approved fumigation methods by a university-approved pest control service. The Owner will be financially responsible for any direct expense related to pest control treatment directly attributed to the pet.
- p. The University may remove or require the removal of a pet that poses a threat to the health or safety to others on campus, disrupts the educational environment of the University and/or residential community, or if the Owner does not comply with the Owner's rules and responsibilities for Pet Friendly Residence Hall. It is the responsibility of the Owner to ensure the pet does not interfere with the quality of life of other residents on campus. This includes noise violations (e.g., barking, scratching or other disruptive noise).
- q. The Owner will be financially responsible for expenses incurred above a standard cleaning or for repairs to the residential premises, including losses, liability, claims, and harm to others caused by the pet.
- r. The Owner will hold the University blameless in the event the pet goes missing. University staff is not responsible for the retrieval of the pet in the event the pet escapes or becomes lost.
- s. The Owner must notify the Office of Residence Life in writing if the pet is no longer in the residential facilities. To replace a previously approved pet, the owner must complete any registration and other related forms for the Office of Residence Life.
- t. If no emergency contact is identified or the listed individual(s) cannot be reached, the pet may be turned over to animal control or another local agency, at the student's expense.

*Any Violation of these expectations may result in immediate removal of the pet.*

#### **IV. Roommate Rights**

Roommates to those who own pets also have rights. After the Owner completes the pet registration and approval process, each roommate impacted by the presence of a pet will be notified and required to complete a ***Roommate Agreement Form***.

#### **V. Removal of Animal**

The University may require the Owner to remove the pet from on-campus housing or the Owner may be removed from the residence halls if the Owner fails to comply with the Rules & Responsibilities in this procedure and other University Policies.

- a. Should a pet be removed from the premises for any reason, the Office of Residence Life will work with the student to determine if they would like to continue to live in the pet friendly residence hall.
- b. If the pet bites another person without provocation or demonstrates unprovoked aggressive behavior toward another person or pet (even if there is only a single occurrence of said behavior), Southeast Missouri State University reserves the right to require the Owner to remove the pet. The Owner will be responsible for any and all medical costs associated with any injury suffered by another person as the result of the action of the pet.

Once a pet or Owner is in violation of these expectations, there is the possibility for judicial action. It is important to note that each incident is different, and the outcome of the case will depend on the severity of the infraction. Repeat offenses will be considered and considered when assigning sanctions. In some cases, the Owner will have 24-48 hours to remove the pet.

#### **VI. Agreements**

I have read and understand my responsibilities as a pet owner as outlined above. Should I fail in my responsibilities, I understand my approved accommodation may be suspended and/or I may be found in-violation of University policies. By completing the Pet Registration Form, I verify that I have read, understood, and will abide by the guidelines outlined above.