

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

---

ANIMALS ON CAMPUS  
Procedure No. 13-03 (A)  
Page 1 of 2

Effective December 1, 2005

- (1) The Columbus State Community College Public Safety department is the designated department to receive reports of stray animals, animal abuse, animal injuries, or injuries caused by animals on college property.
- (2) In accordance with the Americans with Disabilities Act (ADA), the Columbus State Community College Department of Disability Services is the designated department that administers the guidelines that provide for service animals on campus for students with disabilities. In addition, Human Resources and the ADA Coordinator's office administers the guidelines for service animals for applicants to employment and employees on campus.
- (3) To receive approval to bring a non-service animal onto the college campus, the animal owner must:
  - (a) Obtain a "Miscellaneous Animals On Campus Form" from the Public Safety Department. If the animal is owned by the college, obtain a "Teaching Protocol Form TP-04A" from the Public Safety Department.
  - (b) Provide documentation of current vaccinations and other health documents appropriate to the species as specified by the college's attending veterinarian for the animal, as well as the above completed request for approval form(s).
  - (c) Return the completed form(s) and documentation to the attending veterinarian at least three weeks prior to the date that the animal is requested to be brought onto college property.
- (4) After receipt of the above material:
  - (a) The college's attending veterinarian will review the request and work in conjunction with the Institutional Animal Care and Use Committee to reach a decision on the request and notify the requestor at least one week prior to the date the animal is requested to be brought onto college property.
  - (b) The attending veterinarian will provide copies of the final decision to Public Safety Department and to the requesting party.

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

---

ANIMALS ON CAMPUS  
Procedure No. 13-03 (A)  
Page 2 of 2

Effective December 1, 2005

- (5) The animal owner and/or person restraining the animal must have the approved “Miscellaneous Animals On campus Form” in his/her possession while on college property with a non-service animal.
- (6) An animal previously approved to be on college property may be removed from college property if the animal is not being cared for, the animal is showing signs of disease or undue distress, the animal has become a threat to the health or welfare of people or other animals, or the presence of the animal is in any way a disruption to the mission of the college. The Public Safety Department should be contacted to remove an animal from college property.