Campbell University’s Pet Friendly Housing Guide

**Introduction:**

The purpose of this document is to educate students and staff on the policies of Campbell University regarding Pet Friendly housing. These policies are designed to create a safe and welcoming environment for all residents residing in Pet Friendly Housing and to provide a protected environment for their animals. While there are many advantages to owning a pet on campus, there are also many challenges. Campbell University encourages students wishing to participate in Pet Friendly Housing to consider these challenges and to act in the best interest of their animal. Exceptions to any of the policies in this document below may be granted at the discretion of the Director of Residence Life and Housing.

**Approved Animals:**

* Dogs (limitations on breeds and sizes\*)
* Cats
* Small Caged animals (rabbits, hamsters, gerbils, guinea pigs, hedgehogs, etc.)

\*All dogs must be under 50 pounds fully grown. The following breeds are prohibited from living in Pet Friendly Housing at Campbell University: Pit Bull, Rottweiler, Doberman, and Chows.

The following list of animals will not be permitted to live in Pet Friendly Housing at Campbell University:

* Amphibians
* Reptiles
* Ferrets
* Rats and/or mice
* Birds
* Any exotic animal prohibited by federal, state, and local government

Additional Requirements for Pet Friendly Housing:

* Dogs must be at least one year old, be fully housebroken, and have lived with the student’s family for a minimum of ten months before August 1st of the application year. Certification of the family’s ownership timer period must be provided by a veterinarian. Dogs must be crate trained. Dogs are required to have been spayed/neutered before being permitted to live on campus. Dogs must have rabies and DAPP vaccinations.
* Cats must be at least six months old, be litter-box trained, and have lived with the student's family for a minimum of three months before August 1st of the application year. Certification of the family’s ownership timer period must be provided by a veterinarian. Cats are required to have been spayed/neutered before being permitted to live on campus. Cats must be have rabies and DAPP vaccinations.
* Small Caged animals must have no age limit but must have lived with the student’s family for at least two months prior to August 1st of the application year.

\*No animals residing in the residence halls of Campbell University may be bred for any purpose. If an animal becomes pregnant the student will be responsible for removing the mother and subsequent litter (if applicable) immediately.

\*\*Students may not Foster/Adopt/Buy a cat or dog and bring the animal to live on campus until it meets the requirements above.

**How to Apply for Pet Friendly Housing:**

Applications to live in Pet Friendly Housing will be taken every year during the traditional housing selection process. Students that do not have a pet to bring with them to campus may still apply to live in pet friendly housing. However, preference will be given to students that are planning to bring a pet to campus. Should the need present itself, Residence Life and Housing reserves the right to relocate students without a pet assigned to Pet Friendly Housing to a traditional housing location. Each resident must complete all the associated paperwork with Pet Friendly Housing and receive approval BEFORE bringing their animal to live on campus. If an unapproved animal is found in Pet Friendly Housing at any point during the semester a non-appealable $500 fine will be charged to the responsible student’s account. The following steps should be completed:

1. Using the student housing portal, select the Pet Friendly Housing residence hall, during your assigned housing selection period.
2. After selecting a Pet Friendly Housing assignment for the coming year, the student must begin the application process using the “Pet Friendly Housing Application Form” to be approved to live in Pet Friendly Housing.
3. Students will be notified if their Pet Friendly Housing Application has been approved or denied via email. If approved, the student will be sent a link to the “Animal Registration Form” to begin the process of registering their animal with Campbell University. Students will receive confirmation that their animal is registered and approved to move-in with them via email.
4. Students will sign the “Risks Acknowledgment and Liability Waiver” as well as the “Owner Expectations” during their check-in process as they return to campus.

Requests to bring a pet will be considered more important than a roommate request causing you to be placed where you can bring your pet and not necessarily with who you wanted to live with. If both requests to bring a pet and roommate(s) requested align than we will fulfill both requests.

**Animal Registration Checklist:**

All animals residing in Pet Friendly Housing must be registered with Campbell University using the “Animal Registration Form”. Animal registration is valid for 1 academic year and must be completed each year before move-in even if the same animal is being registered. A deposit fee will be charged to the students account at the time of registration. The deposit fees are as follows:

* Dogs and Cats: $100 (per semester), $200 (per year)
* Small Caged Animals: $100 (per semester), $200 (per year)

These fees will be used to support and better the Pet Friendly Housing Community. To fill out the registration form the following will be required:

* An up-to-date photo of the animal being registered
* Certification from a Veterinarian that the animal has lived with you for the specified period
* Spay or Neuter Certification (Cat and Dog only)
* Records indicating Core Vaccinations (Rabies and DAPP) are up to date
  + Dog registration will also require records of Bordetella vaccination and Heart worm prevention
  + Cat registration will also require Feline Leukemia vaccination
* Proof of Flea Prevention treatments/maintenance (photo)
* Copy of animal liability insurance policy (if applicable) \*

\*While animal liability insurance is not required, Campbell University strongly encourages students wishing to participate in Pet Friendly Housing to consider purchasing a policy.

No animal should be brought to Campbell University until the student is notified that the animal is both approved and registered with Campbell University. If an approved unregistered animal is brought to campus the student may face up to a $500 fine.

**Owner Expectations:**

It is the expectation that students granted Pet Friendly Housing be responsible pet owners and always act in the best interest of their animal. It is also the expectation that the students residing in Pet Friendly Housing will protect the property of Campbell University as well as the property of their peers. The following expectations shall be followed by all students residing in Pet Friendly Housing:

1. The owner is responsible for the actions of their animal regardless of the circumstances.
2. All owners must display the approved animal card on their door indicating what type of animal lives inside of their room.
3. All owners must keep up to date records on file with the office of Residence Life and Housing
4. All animals MUST be housebroken before moving into the residence halls.
5. All owners are responsible for cleaning up their animal’s waste. This includes but is not limited to picking up their animal’s solid excrement outside and disposing of it in the appropriate locations or preforming regular litter box/bedding changes to reduce odors in the hall.
6. All animals must live in their assigned location with their designated owners.
7. Pets are not allowed to be left unattended for any reason while outside of the owner’s room.
8. All animals (except for cats) must be crated while the owner is not in the room with the animal. Facilities will not enter a space to make repairs if the animal is not in a crate. Also, facilities will not spray for pests if an animal is in the room, so arrangements will need to be made so that the room can be sprayed without the animal present.
9. All cats and dogs must be on a leash or other tether to the owner when outside of the owner’s room unless in designated enclosed areas.
10. Animals are not allowed to enter any residence hall on campus other than the one they are assigned.
11. Animals residing in Pet Friendly Housing are to remain in reasonably good health. If the health of an animal begins to steadily decline it may be in the best interest of the student and the animal to return the pet home. This will be handled on a case-by-case basis through the office of Residence Life and Housing.
12. Animals showing signs of aggression towards people or other animals will not be tolerated. This will be determined on a case-by-case basis by Residence Life and Housing. The office of Residence Life and Housing may refer the case to Conduct for further action.
13. Animals physically attacking other animals will not be tolerated under any circumstances and will result in the removal of the animal.
14. Animals should not be left unattended for extended periods of time and in no event longer than twelve (12) hours at one time. No student is allowed to pet sit for another student for any reason even if the animal is approved to live on campus.
15. No animal is allowed to become a nuisance to the Pet Friendly Housing community. This includes but is not limited to an animal producing excessive noise, destroying property, producing excessive odors, or any other acts deemed as a nuisance by the office of Residence Life and Housing.
16. Abuse, abandonment, neglect, or mistreatment of any animal at Campbell University will not be tolerated under any circumstances. If a case of abuse is found at any time, Campbell University reserves the right to separate the animal from the abuser. The actions of the abuser will be handled by Conduct and may even be reported to local authorities.
17. Should a student become unable to care for their animal, their emergency contact will be contacted and asked to remove the animal from the residence hall. If the emergency contact is unreachable, Campbell University reserves the right to act in the best interest of the animal until contact can be made.
18. Owners should preform regular flea treatments on their animals to ensure that fleas do not enter the residence hall. Should a flea treatment become necessary, the responsible owner(s) will be charged for the extermination fee.
19. The owner should keep a record folder with a physical copy of the animal’s registration to Campbell University as well as any updated vaccine information.
20. Only one animal per resident.

**Animal Inspections:**

Residence Life and Housing reserves the right to inspect the condition of the Pet Friendly Housing rooms on both scheduled and unscheduled occasions. The purpose of these check will be to ensure:

* The living area is damage free and follows health and safety guidelines
* The owner and pet are in their assigned bed space
* The vaccination records are up to date
* The animal is in good health

These inspections may occur in conjunction with regularly scheduled Health and Safety Checks, or they may occur separately. If it is found that the animal is not being taken care of properly or that the living space is being damaged the owner may be placed on “Animal Owner Probation”. Failure to maintain either the living space or to maintain the health of the animal may result in the animal being removed from campus and/or subsequent cleaning/repair charges.

**Animal Owner Probation:**

If a student is found to be in violation of guidelines and procedures overviewed in this document, the following disciplinary system may be used:

* First offense: first offense violations will result in a written warning.
* Second offense: will result in the removal of the animal.

**University Breaks and Trips Away from Campus:**

During university breaks (Fall Break, Thanksgiving Break, Winter Break, etc.) when the owner is going to be away from campus it is the expectation that the owner will remove their animal from Pet Friendly Housing. There will be a zero-tolerance policy surrounding owners leaving their animals to go home for a break. If an owner is found to have left their animal on campus while they have left for break or trip, where they will not return within the day, the owner will be subject to disciplinary action and the animal will be picked up by an animal shelter. It is always a good idea to think of an animal’s habits (bathroom needs, eating schedule, etc.) when planning activities away from campus to maintain their optimum health.

**Renters Insurance:**

Pet Hall residents are strongly encouraged to consider obtaining renter’s insurance in connection with the approval of their request to maintain an animal in order to provide coverage for any damages to property or person as a result of the maintenance of the resident’s animal. Residents are also encouraged to obtain dog bite insurance and pet health insurance.

**Emotional Support Animal’s (ESA’s) and Service Animals:**

ESA’s and Service animals are services that are coordinated through Disability Services in the Office of Student Success at Campbell University. While these animals are still expected to follow the guidelines laid out in the Pet-Friendly Housing Guide they are allowed to stay in any residence hall across campus. These animals must be registered with Campbell University, but there will not be a fee associated with their registration. To obtain more information on the process of obtaining approval for an ESA or service animal please contact the Disability Services in the Office of Student Success.

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