

**LINCOLN MEMORIAL UNIVERSITY ("LMU")
RESIDENTIAL HOUSING PET AND SERVICE ANIMAL POLICY**

The Division of Academic and Student Support Services strives to cultivate a vibrant, enjoyable, and efficient housing experience through the Office of Residential Housing. Accordingly, compliant and careful management of Animals on any LMU campus is imperative. This policy outlines the applicable policies, procedures, and standards of care for any resident living in LMU Residential Housing with a Pet or Service Animal. Emotional Support Animals are covered under LMU's separate Emotional Support Animal Policy and are not covered by this policy. Questions regarding Residential Housing at LMU should be directed to the Office of Residential Housing at housing@lmunet.edu.

I. DEFINITIONS

Pet

Any animal kept by a resident of LMU Residential Housing that is not a Service Animal or Emotional Support Animal.

Emotional Support Animal (ESA)

ESAs are support Animals that have been approved by LMU's Office of Institutional Compliance. NOTE: This policy does NOT address or govern ESAs. The ESA Policy can be found [here](#).

Service Animal

A Service Animal is a dog, as defined under the Americans with Disabilities Act (ADA), individually trained to do work or perform tasks for people with disabilities.

Animal(s)

A collective reference for all Pets and/or Service Animals. Note: the policy differs in its application to Pets and Service Animals. Review this policy for key distinctions.

Owner

Any student living in on-campus Residential Housing that owns an Animal. All owners are expected to register their Animal with the Director of Housing Operations. This policy will apply to all Animals—registered and not—and will be enforced accordingly.

II. SCOPE & APPLICABILITY

This policy applies to all university-owned and/or operated Residential Housing facilities.

Pets are only permitted in approved Graduate Housing spaces. Only one (1) pet is permitted per Graduate resident. Undergraduate students are not permitted to have Pets, regardless of where they reside. Pets are not permitted in Undergraduate Housing spaces.

Service Animals are permitted anywhere an owner resides.

III. EXPECTATIONS OF THE OWNER

Pet and Service Animal ("Animal") supervision and care will be the owner's responsibility who requested and received approval from the Director of Housing Operations for the Animal. Only approved on-campus alternate caregivers may provide additional care for the Animal if the owner is traveling for university-sponsored events or emergencies.

Students must provide the university with at least two alternate caregivers, where at least one alternate caregiver resides off campus, to be contacted in case of emergency or removal of the Animal. If the owner cannot (e.g. emergency situation, hospitalization, etc.) or does not provide for the care and supervision of the Animal as outlined in this policy, the alternate caregiver must agree to take responsibility for the removal of the Animal from campus in a timely way (within 6 hours for dogs and 12 hours for other animals). Should an alternate caregiver not be available or not meet their commitment, Lincoln Memorial University reserves the right to have the Animal removed by Animal Control or other appropriate authorities.

1. **An Animal may not be left overnight or for extended periods of time** in university housing (6 hours for dogs and 12 hours for other animals). If the owner must be away from their assigned room overnight or for a longer period of time for a university-sponsored event, an approved alternate caregiver must agree to take responsibility for the Animal.
 - a. It is the owner's responsibility to notify the Director of Housing Operations in an emergency so that an alternate caregiver is allowed to remove the Animal in a timely way to meet the Animal's needs. Lincoln Memorial University reserves the right to have Animal Control or other appropriate authorities remove the Animal if timely removal does not occur otherwise.
 - b. In the event that the owner needs to leave campus overnight or for an extended period of time, they must bring the Animal with them. In the case of travel due to university-sponsored events such as athletic events, etc., the Animal may be cared for only by an on-campus approved alternate caregiver. Animals will not be permitted to travel with university-sponsored service trips, retreats, athletic teams, or other university-sponsored groups or events. Any approved on-campus alternate caregiver must complete a Roommate Acknowledgement Form and an Alternate Caregiver

Responsibility Acknowledgement Form in order to care for the Animal in their assigned residential space.

2. **An owner must ensure that an Animal is appropriately contained** in the owner's room when the owner is not present in the room. The Animal must also be appropriately contained when in the care of an approved on-campus alternate caregiver. As others may be entering or exiting the room, there should be precautions to prevent the Animal from running at large. Crating or caging of the Animal is required when the owner is away. Caging or crating must be set up in such a way as to ensure University personnel can enter any residential space without the Animal moving about. Animals running loose may be captured, restrained, and/or removed from campus.
 - a. **A Pet is permitted ONLY in the owner's personal living space or in an approved alternate caregiver's personal living space when the owner is traveling for a university-sponsored event.** Animals may not be in common or shared living areas within a residential facility.
 - b. **A Service Animal may accompany its owner anywhere the owner goes.**
 - c. **An Animal may not be outside of the owner's privately assigned residence or an approved alternate caregiver's assigned residence (room) except during transport to or from an outside area if/as necessary for relief, exercise, or transportation to or away from campus. If the Animal is outside for any of the above reasons, it must be leashed or transported in a carrier.**
3. **The owner is responsible for feeding and watering the Animal** within the owner's assigned room. Bowls of food and water must be placed on mats to prevent spills from getting on the floor or carpet. The owner is expected to clean immediately when food or water is spilled. Since open bags of food attract bugs, they are not allowed; food should be kept in sealed, plastic containers within the owner's assigned room.
4. **The owner is responsible for all cleaning responsibilities and waste disposal** associated with the Animal, including hair/fur, waste management, litter, and bedding. For sanitation, Animals must be spayed/ neutered. Soiled litter, soiled bedding, diapers, and solid waste (including feces from outside areas from pets that require outside toileting) must be secured in plastic bags and placed in *outside* trash receptacles. University-owned supplies, equipment, or facilities (including but not limited to showers, sinks, and toilets) may not be used for cleaning purposes of the Animal or its cage, container, or litter box. Owners will need to seek a grooming location or grooming business off-campus for any Animal cleaning needs. Animals must be housebroken or kept in appropriate cages/habitats; pee pads are not allowed. Litter boxes must be placed on mats to prevent tracking onto floors or carpet. Odor should not be detected outside of the student's private residential space and every effort should be made to prevent odor due to the Animal from being excessive in the owner's private space.

5. **It is the owner's responsibility to know and abide by county and state ordinances, laws and/or regulations** relevant to licensing, vaccination, noise, restraint, at large animals, dangerous animals, and other requirements. The Animal must be immunized against disease common to that type of animal.
6. **The owner must follow veterinary recommendations for the prevention of fleas, ticks, or other infestations.** The owner's assigned residence will be inspected for pests as part of the university's routine inspections. If pests are detected and fumigation is necessary above and beyond standard pest management in university housing, the owner will be billed for the expense. The owner is expected to treat the Animal for the infestation at the owner's expense.
 - a. If the Animal becomes sick (vomits or is incontinent), the owner is expected to clean up immediately after the animal and obtain veterinary help when appropriate due to extended illness or poor health.
 - b. Lincoln Memorial University reserves the right to require veterinary care at the owner's expense if the owner is not attending to the Animal welfare.
 - c. Lincoln Memorial University reserves the right to have an Animal removed from campus at the owner's expense if there is evidence of abuse or neglect.
7. **Any mistreatment, suspected or observed, of an animal will be reported to authorities** for investigation. Any individual found to have abused an animal is subject to university disciplinary action; and, if abuse or neglect is conducted by the owner, the animal will be removed from campus immediately.
8. **The owner must notify the Director of Housing Operations if the Animal is no longer residing on campus.** A new animal may not simply be substituted, but rather a new request following the procedures in this policy must be initiated for approval. Approval will again be considered based on the necessity of the animal's presence in conjunction with the individual's disability and whether the request is reasonable.
9. Below is a summary from above of the expenses, which are the responsibility of the Owner:
 - a. The owner will not be asked to pay an up-front charge for the Animal.
 - b. The owner is expected to pay the following:
 1. Costs of feeding, cleaning (without the use of any university-owned facility, equipment, or supplies), bedding, and waste disposal equipment.
 2. Costs for county licensing, vaccinations, and any needed veterinary care.
 3. Costs, if necessary, resulting from any behavior of the Animal, including bodily injury, property damage, non-standard cleaning and/or fumigation.



- c. Lincoln Memorial University reserves the right to bill the owner's account for charges related to the Animal.

10. **The Owner is responsible for Registering the Animal with the Director of Housing Operations at the beginning of every academic term.** Unregistered animals will be removed until Registration is completed with the Director of Housing Operations. NOTE: per the ESA Policy, owners of ESAs must gain approval for their ESA from the Office of Institutional Compliance.

IV. EXPECTATIONS OF THE ANIMAL

1. The Owner, not the university, is responsible for all actions of the Animal, including but not limited to bodily harm or damage to property or facilities. Although the owner is not charged up-front fees for cleaning or property damage, the owner is expected to pay if additional cleaning or repair costs are incurred.
2. Animals must be **at least one year old, house-broken, up to date on vaccinations, healthy, non-aggressive, spayed/ neutered, and able to live within the university residential facility without disrupting residents.** An Animal may be a dog (most common), cat, small bird, rabbit, hamster, gerbil, non-carnivorous fish, turtle (only those permitted by Tennessee law), or other small, domesticated animal that is traditionally kept in the home for pleasure. Under guidelines from HUD, reptiles (other than turtles), barnyard animals, monkeys, and other non-domesticated animals are not considered common household animals.
3. If the Animal requires outside toileting or exercise, the Animal must be harnessed or leashed while outside or while in public areas of the residence hall while going to or from outside.
4. The owner must be willing and able to control the Animal's behavior such that unacceptable or disruptive behavior is not allowed. The animal must be under the control of the owner at all times.
 - a. Examples of unacceptable behavior may include, but are not limited to: aggressive behavior; running loose and/or running away from the owner; excessive noise; excessive odor; excessive mess; any behavior that causes unreasonable disruption of routine for other residents or community members.
5. If the Animal engages in unacceptable or disruptive behavior as described above, becomes a threat to the health or safety of community members, causes damage to property owned by the university or others, or fundamentally alters the nature of the Lincoln Memorial University operations, the university retains the right to require the removal of the Animal.

V. REMOVAL OF THE ANIMAL

Should it become necessary to remove an Animal from campus, the following procedures will be followed:

1. In case of emergency, the University Residential Housing Staff will make every reasonable effort to remove the Animal in an emergency evacuation but may not be held responsible for the care, injury, or loss of the animal. Residential Housing staff will determine if/when to remove the animal during fire alarms, etc.
2. In cases of temporary removal (i.e., hospitalization or emergency situation that requires the owner's absence from campus), the student is expected to notify the Director of Housing Operations of the need for absence and the inability to care for the animal.
 - a. The Director of Housing Operations will make every reasonable effort to contact the emergency contact listed on the student's application.
 - b. If the emergency contact is able to be reached AND is able to come to campus to acquire the animal, the Director of Housing Operations will work with the contact to allow them access to the owner's residence.
 - c. If the emergency contact is not able to be reached or is not able to come to campus within a timely manner, the university will contact Animal Control or other appropriate authorities to come to campus and remove the animal.
 - d. The student will be permitted to bring the animal back to campus when they return and are able to care for the animal appropriately.
3. Lincoln Memorial University reserves the right to require permanent removal of the Animal from university property in the following cases:
 - a. The Animal becomes a threat to the health or safety of community members or causes excessive damage to property or facilities.
 - b. The Animal's behavior is unacceptable or disruptive such as: uncontrollable noise; extreme odor; running loose; acting aggressively; or otherwise interfering with the community or with the nature of the university.
 - c. The Animal is ill, but veterinarian assistance is not sought if poor health continues.
 - d. The Animal is not kept clean or is unkempt.
 - e. The owner does not clean up after the Animal or properly dispose of waste, litter, or soiled bedding.
 - f. There is evidence of abuse or neglect.
 - g. The owner does not comply with this and other applicable policies.
4. In cases of permanent removal, the Director of Housing Operations will notify the student of the need to remove the animal via email. The student will have 72 hours to remove the animal from campus.
 - a. If, after 72 hours, the animal is not removed from campus, Lincoln Memorial University reserves the right to contact Animal Control or other appropriate authorities.

The student may also face community standards proceedings, as explained in the Railsplitter Community Standards Guide.¹

VI. APPLICABLE PROCEDURES

All Animals must be registered with the Director of Housing Operations before the beginning of every academic year. Owners can request a link to submit registration information and forms by emailing housing@lmunet.edu before move-in. The Director of Housing Operations will follow up with a secure OneDrive folder link, where you can submit needed forms and information. Complete Registration will include the following:

- Signed Acknowledgements of this policy and the Railsplitter Community Standards Guide.
- Completion of an "Animal Information Form" to be kept on file with Residential Housing.
- Veterinary documentation evidencing compliance with standards set forth under Section III (2) of this policy.
- All owners must complete Alternative Caregiver forms before having their Animal on campus.
- All designated, on-campus alternative caregivers must complete a Roommate Acknowledgement Form and an Alternate Caregiver Responsibility Acknowledgement Form before the owner has their Animal on campus.

Animals will be approved pending compliance with this policy and properly completed Registration. All owners and Animals will be reviewed for continued policy compliance during Health and Safety Inspections (HSIs) and during move-out Room Condition Report (RCR) inspections. The Office of Residential Housing reserves the right to conduct Routine Pet Checks at its discretion.

No LMU Residential Housing resident will be provided a refund for housing expenses should they elect to move off campus due to refusal to comply with this policy.

NOTE: Emotional Support Animals (ESAs) are not covered under this policy. For information related to ESAs, ESA approval, and relevant policies and procedures, visit LMU's Office of Institutional Compliance webpage [here](#).

¹ See [Section 8.24 of the Railsplitter Community Standards Guide](#) and all other relevant provisions.

VII. ENFORCEMENT & ACCOUNTABILITY

Violations of this policy will be subject to but not limited to enforcement by the Director of Residential Accountability, adverse Residential Housing action under the Director of Residential Housing, Community Standards proceedings under the Railsplitter Community Standards Guide and Office of the Assistant Dean of Students, any applicable fines, and/or other enforcement as appropriate under any LMU office.

Upon a first violation of this policy, residents will have 48 hours to remedy the matter and comply with this policy. Repeated offenses will be subject to immediate enforcement. Certain violations—depending on the nature and severity of the violation—will be subject to immediate enforcement at the discretion of the Assistant Dean of Students.

Questions relating to this policy should be directed to the Director of Housing Operations at housing@lmunet.edu.