Therapy Animal Policy

(Policy DSS-0002)

I. Purpose of the Policy
Therapy animals are restricted on the University of California Santa Cruz (UCSC) campus (as described in this policy) in order to provide a safe and healthy environment for all members of the campus. This policy provides general provisions and guidelines for therapy animals who are brought to campus specifically for programmatic purposes. All units that want to host an event with therapy animals must coordinate as per this policy.

II. Definitions

Animal Posing a Threat: An animal whose behavior is perceived as threatening the safety of other people or animals. Threatening behaviors include but are not limited to baring teeth with ears back, growling, snapping, biting or nipping, scratching, jumping up and knocking a person off balance or down, and chasing people or other animals.

Animal Creating a Nuisance: An animal that is creating a nuisance is repeatedly exhibiting behavior that is distracting, disturbing, or detrimental to people in the vicinity. Nuisance behaviors include but are not limited to frequent barking, being at large (off leash) in the community, especially in other campus residents’ yards, or damaging private property through digging, chewing, etc.

Animal Posing a Health Risk: Animals that are incontinent or not housebroken, flea infested or have other transmittable parasites, or shed excessively.

Approved Therapy Animal Organization: A Therapy Animal Organization that has been vetted and approved by the Dean of Students Office; this approval may be rescinded at any time. Therapy Animal Organizations that would like to participate in campus events may contact the Dean of Students Office.

Non-research Animal: Any animal, either personally owned or wild, in the possession of, or under the control of, or brought onto university property by any academic, staff, student, or visitor of UCSC that is not an approved research animal as defined in this policy.

UC Santa Cruz Policy
Division of Student Success  padgett@ucsc.edu, 831-459-1804
**Dog Handler:** Individual who is responsible for and in control of a therapy dog. This person has been screened by the therapy animal organization and is registered as the handler of a specific dog. This person may or may not be the dog’s owner.

**Onsite Host:** A UCSC representative who is in charge at the therapy animal event. Duties include planning for and overseeing the event, contacting registered dog handlers, supervising Event Volunteers, and submitting a final list of dog handlers/dogs for the event.

**Principal Officer:** The Dean, Unit Head, Associate or Assistant Vice Chancellor, Vice Chancellor, or Vice Provost for the respective unit or division.

**Registered Therapy Animal:** A therapy animal that is currently registered with one of the approved therapy animal organizations. The registration process must include the handler submitting a detailed application to the certifying organization, which includes proof of current vaccinations and annual health screenings. As part of the certification process, the animal must have an in-person, behavioral assessment by a professional, impartial evaluator.

**Research Animal:** Any animal used in university research, teaching, testing, or experimentation that has been approved by and is overseen by the appropriate university authorities as specified in the [IACUC Policies and Guidelines](#).

**Service Animal:** Any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.
**Sponsor:** The UCSC unit or department that will hold a therapy animal event. A representative in the sponsoring department must submit an application (as specified in the Therapy Animal Procedures) to hold the event, secure an Onsite Host and do the advertising for the event.

**Support Animal:** Animals that individuals with disabilities utilize for emotional support, well-being, or comfort. Because they are not individually trained to perform work or tasks, support animals are not service animals.

**Therapy Animal:** Any animal that has been trained and certified to reliably provide affection and comfort to individuals or groups of people in stressful situations. A therapy animal’s primary job is to allow unfamiliar people to make physical contact with it and to respond positively to that contact. Therapy animals and their owners/handlers participate in events/therapy in a variety of settings with people who may or may not have a disability. A therapy animal is usually the personal pet of the person handling the animal at the event. Therapy animals are not exempt from pet-restricted housing rules.

**Therapy Animal Contact:** The UCSC contact, based in the Student Volunteer Center under the Dean of Students, who is in charge of keeping a master calendar of therapy animal events, maintaining an animal handler directory, keeping animal handler registration records, contacting the approved therapy animal organizations, and keeping records on therapy animal events, including the final list of animal handler attendees. This individual may also act as the Onsite Host at therapy animal events.

**UC Santa Cruz Campus:** All land owned, leased or otherwise controlled by UCSC (including the Coastal Science Campus) such as buildings, grounds, parking lots, and all developed and undeveloped lands.

### III. Detailed Policy Statement

#### A. General Provisions

Non-research Animals, including dogs, cats, and other personally-owned animals are prohibited on the UCSC campus unless specifically exempted.

1. Registered Therapy Animals are permitted on campus on a leash, with their registered handler, only during approved therapy animal events (see Therapy Animal Procedures DSS-0002).

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**UC Santa Cruz Policy**

Division of Student Success  
[padgett@ucsc.edu](mailto:padgett@ucsc.edu), 831-459-1804
2. Only Therapy Animals that are currently registered with UCSC and one of the UCSC-approved organizations will be permitted to attend. (see Therapy Animal Procedures DSS-0002 for a list).

3. All therapy animal events must be held in accordance with the Therapy Animal Procedures DSS-0002.

4. No species of animal other than dogs will be permitted to participate in therapy animal events on campus.

IV. Getting Help

For more details on arranging and holding therapy dog events, see the Therapy Animal Procedures (DSS-0002).

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V. Applicability and Authority

This policy applies to all academic appointees, staff, contractors, students, and visitors on the UCSC campus.

This policy is in addition to the UC Santa Cruz Non-research Animal Policy BAS-0002, dated 7/24/2015 and the UC Santa Cruz Service/Support Animal Policy BAS-0001, dated 4/9/2014.
The Vice Provost for Student Success is the campus authority for the UC Santa Cruz Therapy Animal policy, with implementation and enforcement authority delegated to the Dean of Students.

This policy was reviewed and approved by Campus Provost/Executive Vice Chancellor Tromp ____ on x/x/201X. This policy will be reviewed every five years.

VI. Related Policies/References for More Information

Implementation Procedures
UC Santa Cruz Therapy Animal Procedures DSS-0002

Related Policies and Procedures
UC Santa Cruz Non-Research Animal Policy and Procedures (BAS-0002)
UC Santa Cruz Service/Support Animal Policy and Procedures (DSS-0003)

References
California Code of Regulations, Title 5, Chapter 10, Sections 100000-100015
University of California Code 55
Santa Cruz City Municipal Code, Title 8, Animals
Santa Cruz County Code, Vol. 1, Title 6, Animals

Related Forms
Application for a Therapy Animal Event
Annual Application to Bring a Registered Therapy Dog to UC Santa Cruz
Therapy Animal Procedures

(Procedures DSS-0002)

I. Overview
These procedures address therapy animals on the University of California at Santa Cruz (UCSC) campus and include the process for arranging and obtaining approval for therapy animal events, guidelines for therapy animal events, procedures for filing complaints/reporting policy violations, and relevant authorities and contacts for assistance. Please see the Therapy Animal Policy DSS-0002 for definitions and information on where to get help.

II. Procedure Details
A. Guidelines for Therapy Animals
1. Registered therapy animals, as defined in the Therapy Animal Policy DSS-0002 may be permitted on campus as a part of an approved therapy animal event. UCSC will only consider permitting therapy animal events involving therapy animals currently registered with one of the following UCSC-approved therapy animal organizations.
   - Furry Friends
   - Alliance of Therapy Dogs
   - Therapy Dogs International

A therapy animal may only participate in a therapy animal event with the individual who has been screened, tested, and registered as its handler and vice versa. Therapy animal owners are required to submit an annual application to bring a therapy animal to UC Santa Cruz. This submission includes a hard or electronic copy of their current therapy animal registration and any applicable county or city licenses. Prior to participating in therapy animal events, animal handlers must posses a current approval from the Therapy Animal Contact in the Student Volunteer Center under Dean of Students Office (volunteer@ucsc.edu).

2. The care, supervision, and well-being of a therapy animal on campus is the sole responsibility of the animal handler at all times. Handlers on campus must take responsibility for meeting all of the following requirements that apply:
   - Therapy Animals must be currently registered with one of the above-listed approved therapy animal organizations.
● Therapy dogs must have a current preventative rabies vaccination prior to the first arrival on campus.

● Therapy dogs must wear a collar with an identification tag bearing the handler’s name and phone number. An animal found without proper identification will be considered a stray and may be taken to a local animal shelter.

● Therapy dogs must be on a leash and under the supervision and control of their handler at all times when on UCSC property or at a UCSC-sponsored event. If an animal exhibits behavior that is perceived to be a threat, health risk, or nuisance (as defined in Therapy Animal Policy DSS-0002), the handler must take immediate effective action to correct the situation and may be asked to remove the dog from campus immediately.

● Therapy Animal feces must be picked up promptly, bagged, and disposed of in an outdoor trash container.

B. Therapy Animal Event Process

Application Process

1. Before submitting an application, the applicant/primary contact must ask the Therapy Animal Contact (volunteer@ucsc.edu) to add the proposed therapy animal event to the Therapy Animal Event Master Calendar.

2. Requests for permission for a therapy animal event must be submitted at least one month prior to the event (two months is recommended). An individual from the sponsoring unit must complete an Application for a Therapy Animal Event, which requires signature approval from the sponsoring division’s principal officer. Once approved, a copy of the signed form is given to the applicant. The approved application and any other event-related documentation will be retained by the Therapy Animal Contact.

Roles

There must be one Onsite Host per therapy animal event. The Onsite Host may also be the Therapy Animal Contact.

There must be at least two Event Volunteers to assist the Onsite Host.

1. **Onsite Host** - Main duty is to keep the animal /handler interactions orderly.
Responsibilities include:
- Identifying a suitable area where dogs and visitors can comfortably interact with each other.
- Directing volunteers with event setup, management, and clean up
- Interacting with animal handlers
- Directing visitor crowd flow and generally keeping the event running smoothly
- Providing a water source for animals

2. **Event Volunteer** - Main duty is to assist the Onsite Host.
Responsibilities include:
- Helping with event setup, management, and clean up
- Keeping waiting visitors outside of event area
- Managing crowd flow and other duties as assigned

**Before the Event**
1. As soon as the event has been approved, the Therapy Animal Contact will email currently registered handlers an invitation to participate in the event. There is a template for the invitation email on the UCSC Therapy Animal Events webpage. The email template includes a link for participants to register for the event and upload required documentation.

2. Plan to have at least five therapy dogs for every hundred attendees and allow at least 5-10 square feet per dog.

3. Contact TAPS Event parking and arrange for parking for animal handlers. It is recommended that dog handlers be provided with parking permits by the hosting department.

4. A week before the event, the Therapy Animal Contact should email the Onsite Host a list of handlers registered for the event. The Therapy Animal Contact should also send an email to cbcabria@ucsc.edu in the campus Police Department notifying them of the date, time, and location of the event.

5. Five days prior to the event, the Onsite Host should send an email requesting animal handlers to confirm their attendance. The email should also include instructions for animal handlers. This email template and the instructions can be found on the UCSC Therapy Animal webpage. The email must also provide an electronic copy of the signed Event Approval Form.
which each participant should have with them (in electronic or hard copy) at the event.

6. Three days prior to the event:
   ● The Onsite Host should post signs announcing the day/time of the event and that the area will need to be cleared for the event.

The Day of the Event
Onsite Host should have a list of all animals and handlers scheduled to attend the event and mark any that did not participate. Animals and handlers that are not on this list may not participate in the event.

1. Block off an adequate area where therapy animal teams will meet with visitors during the event. Identify a waiting area and entry point for visitors.

2. Identify an area outside of the event area where animals can take a break.

3. No food (including treats) or toys (especially squeaky toys) are allowed during therapy animal events.

After the Event
1. The event site should be returned to its original condition (furniture in place, pet hair removed, litter disposed of etc.).

2. Onsite Host should update the list of event participants and note any handlers/dogs that did not attend. This final list should be submitted to the Therapy Animal Contact.

3. The Therapy Animal Contact must retain all documentation regarding the event according to the UC records retention schedule.

C. Filing a Complaint/Reporting a Violation
In the interest of the health and safety of our campus community, UCSC strongly encourages anyone who perceives a therapy animal on campus to be a threat, health risk, or nuisance to report this to the appropriate campus authorities specified below.

If the animal appears to pose an imminent threat to personal safety, such as biting or causing panic/major disruption, call 911. In the event of a bite, the police may also need to contact Animal Control.

For a complaint during a therapy animal event, notify the Onsite Host immediately. To report a violation, contact Padgett at padgett@ucsc.edu or call 831-459-1804.
submit a complaint after an event has concluded, please contact the Dean of Students office. Complaints should be made as soon as possible after an incident and should include any available photos/videos or other supporting evidence.

D. Removal of Therapy Animals

UCSC may require the owner of an approved therapy animal to remove their animal from campus for the following reasons:

1. **Posing a Threat**: If the animal’s behavior is perceived as threatening the safety of other people or animals. Threatening behaviors include but are not limited to baring teeth with ears back, growling, snapping, biting, or nipping, scratching, jumping up and knocking a person off balance or down, and chasing people or other animals.

2. **Posing a Health Risk**: If the animal is incontinent or not housebroken, is flea infested or has other transmittable parasites, or sheds excessively.

3. **Creating a Nuisance**: If the animal is repeatedly exhibiting behavior that is distracting, disturbing, or detrimental to people in the vicinity. Nuisance behaviors include but are not limited to frequent barking, being at large (off leash) in the community, especially in other campus residents’ yards, or damaging private property through digging, chewing, etc.

UCSC will require the removal from campus of any unapproved therapy animals (including non-canine species).

Conflicts regarding approved animals and individuals with severe allergies, phobias, etc. will be addressed on a case-by-case basis.

III. Getting Help

For more details on arranging and holding therapy dog events, see the Therapy Animal Procedures (DSS-0002).

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This procedure was reviewed and approved by Campus Provost/Executive Vice Chancellor Tromp _____ on x/x/201X. This policy will be reviewed every five years.

**V. Related Policies/References for More Information**

*Related Policies and Procedures*

Therapy Animal Policy (DSS-0002)

- UCSC Non-research Animal Policy (BAS-0002)
- UCSC Non-research Animal Procedures (BAS-0002)
- UCSC Service/Support Animal Policy (DSS-0003)
- UCSC Service/Support Animal Procedures (DSS-0003)

*Appendices*

- Appendix A: Annual Application to Bring a Therapy Animal to UCSC
- Appendix B: Application for a Therapy Animal Event
All therapy animal events at UCSC must be conducted according to the Therapy Animal Policy and Procedures (DSS-0002). Applicants may only host events involving therapy animals currently registered with one of the following organizations:

- Alliance of Therapy Dogs
- Therapy Dogs International
- Furry Friends

Applications to host a therapy animal event must be submitted to the Therapy Animal Contact at least one month prior to the event. Applicants may use one application to apply for up to three instances of the same event in one academic year, provided all information except the dates is the same.

Date of Application____________________________

Event #1 Date____________________ Event #1 Time ______________________

Event #2 Date____________________ Event #2 Time ______________________

Event #3 Date____________________ Event #3 Time ______________________

Name of Event____________________________________________________________

Description of Event________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Location of Event (be specific)_________________________________________________

Estimated Number of Attendees __________

Applicant has contacted the Therapy Animal Contact and confirmed that this date is available for a therapy animal event. ___yes

Applicant/Primary Contact for the Event________________________________________

Applicant/Primary Contact Phone Number_______________________________________

Applicant/Primary Contact Email______________________________________________
Proposed Onsite Host

Name_________________________________ Job Title___________________________________

Email_________________________________ Phone Number _____________________________

Department Hosting/Sponsoring Event______________________________________________

Name of Department/Unit Head ____________________________________________________

___________________________________________                      _______________________
Approval Signature (Dept./Unit Head)                      Date

___________________________________________
Title
EVENT APPROVAL FORM

Approval of a therapy animal event resides with the Dean of Students Office.

I have examined this application and by the authority delegated to me by the Vice Chancellor Business & Administrative Services, hereby ____approve  ____ deny this request for a UC Santa Cruz therapy animal event, based on the contents herein and my conclusion that the presence of the therapy animals at this event on campus ___is __ is not in the best interest of the University of California.

___________________________________________            _______________________
Signature of Dean of Students                         Date

If denied, reason for denial

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

ADVISORY

The Onsite Host must be present for the duration of the therapy animal event and have an electronic or hard copy of this signed and approved Application/Permit with them during the event.
Annual Application to Bring a Registered Therapy Dog to UC Santa Cruz

1. Applicant Information

Applicant Name/Owner/Handler Name: ______________________________________
Residence Address: ______________________________________________________
Mobile phone number: _______________________
UC affiliation: Affiliate / Non-affiliate
Dog breed: _______________ Gender: ___________________ Color: _______________
Dog name: ______________________________ Age: ______

All registered therapy dogs meet a certain requirement for good manners and good health and must pass testing and evaluations to become registered therapy dogs. In addition to initial behavioral evaluations and health screening, each organization requires annual renewal, requiring proof of rabies vaccinations as required by law and continued good health.

Please indicate which organization you and your dog are registered with:

- [ ] Therapy Dogs International (TDI)
- [ ] Alliance of Therapy Dogs
- [ ] Furry Friends

Date your therapy dog registration expires: ______________________

Dog Handler Requirements:

- Dog and handler must be currently registered as a team with one of the three therapy animal organizations listed above.
- Dogs must be in good health, be current on rabies vaccination and follow requirements of the therapy dog organization they are registered with.
- Dogs must be on leash at all times and all feces deposited must be collected immediately.
- Dogs must be very comfortable around other dogs and crowds of people.
- Dogs must wear a collar with an identification tag bearing owner’s contact information.
- Handler must take responsibility for their dog’s behavior.
- This exemption permit must be carried at all times when the dog is on campus.

2. Please attach proof of current Therapy Dog Registration

3. Owner statement of understanding and agreement to comply with above requirements

By my signature below I acknowledge that I have read and understand the above requirements and agree to comply as a condition of being considered for an Exemption to the Campus Policy on Non-Research Animals as a registered therapy animal handler. I understand failure to comply with one or more of the requirements at any time may result in the immediate revocation of any permit then in effect.

Signature of Owner/Handler: ______________________________ Date: _________
Animal Exemption Permit issued by University of California, Dean of Students

Permit Start Date _______________________ Permit End Date _______________________

Signature of Dean of Students _______________________________ Date: __________

ADVISORY

A copy of this Application / Permit, signed and approved, must be maintained in the possession of the Owner/Handler at all times the animal is present on University property.