POLICY:

This policy is an exception to the University policy, which prohibits any personal pets in its buildings and on campus grounds. In order to continue the privilege of bringing personal pets to the CVM facilities, the Collegiate Pet Policy Committee has obtained approval from the CVM administration to allow a policy under restricted circumstances. This policy is intended to promote a responsible environment that allows employees and students to bring pets to the CVM while ensuring that these pets do not interfere with safety or the College’s mission of teaching, service and research.

DEFINITION(S):
For the purposes of this policy a personal pet as referenced throughout is ANY animal of any species, owned by a student or employee within the CVM that is brought into the College for reasons other than hospital-related functions or teaching purposes.

Examples include dogs, cats and birds. All other species must get prior approval by the pet committee.

PROCEDURE:

**Collegiate Policy on Personal Pets on University Grounds & in Buildings**

1. Any personal pet brought to the College for any purpose other than hospital-related functions (i.e. medical/surgical diagnostics and treatment or scheduled paid boarding) must be permitted by the Pet Committee. This includes personal pets kept within staff or faculty offices and personal pets kept in allocated CVM space. Students and faculty who share office spaces must apply in writing annually for permission to bring their animal to the college. The number of permits issued in any area may be limited because of space restrictions.

2. When accompanying a faculty, student or staff member in the College facilities, a personal pet must be: clean, currently vaccinated (when applicable), free from fleas or other external parasites (unless a patient for these conditions), quiet and well behaved. Personal pets failing to exhibit these qualities or who are nuisances will be prohibited from entering or remaining in the College facilities.
3. While on CVM property, owners must have documentation of a current pet permit. Pets are no longer required to wear tags.

4. Complaints about a personal pet will be directed to the Collegiate Pet Policy Committee by e-mailing vmcppc@umn.edu. A member of the permit committee will issue a response within 2 to 3 business days. After review of the complaint, a resolution to the problem will be sought. If resolution cannot be obtained, revocation of the individual’s permit will result.

5. With the exception of Service dogs, personal pets are prohibited at all times (except for teaching purposes with advance approval of the instructor) in collegiate laboratories, classrooms, the library, the Andrew Boss building, the Pomeroy Student-Alumni Learning Center and the Equine Center. Emotional Support animals are not considered Service dogs. Service dogs will be charged the ward space fee (covered by the Disability Resource Center); however, other fees (pet permit fee) will be waived. Personal pets are precluded from staying in VMC or other collegiate service and medical area (unless noted in the VMC supplemented pet policy, 10-VMC-E). Service areas generally include, but are not limited to, the Large and Small Animal Treatment rooms, hospital laboratories, pharmacies, surgeries, radiology, ICUs, research laboratories and all carpeted areas that are not personal offices (i.e. rounds rooms, conference rooms). Please refer the VMC policy 10-VMC-E for exceptions to this rule or for more clarification as to where personal pets can be housed in the hospital.

6. Personal pets are allowed in private office areas, so long as they are suitably restrained when the office occupant is out of her/his office. When the office is occupied by the staff/faculty member, pets may be unrestrained but must remain in the office and be under control at all times. Under control is defined as preventing the animal from accosting any individual rightfully entering that office or passing by in the common walkways. Pets kept in room A325 VMC or A231VMC will be governed by policies developed by and agreed upon by all persons residing in the room. Rules developed for these rooms may not violate the CVM Pet Policy. Please see separate Pet Policy for room A325 and A231.

7. Personal pets may not be left unattended in areas other than personal offices or space designated by the College specifically for workday housing of staff or student-owned pets regardless of being kenneled or leashed. Office(s) or cubicle areas shared by more than one individual may not house personal pets unless the person(s) sharing the office or office area agree(s) in writing to allow the animal. Those individual(s) may revoke this approval at any time.

8. Limited kennel space for student or staff owned pets (dogs only) is available on a first come/first served basis in Room A250 CVM for a daily fee. Pet Room usage fees will be established so as to cover at minimum, the expenses associated with cleaning and upkeep of designated Pet Room(s). (For more information see below – “Designated Kennel Space – Room A250”) Removed wards lottery info.

9. Personal pets are not allowed indoors at after-hours events. Pets are allowed at social functions held after-hours on the grounds outside; however those pets must be leashed and restrained at all times and must not be near served food to protect public health. Organizers of social activities must enforce restraint of pets at all times during these events.
10. Personal pets traveling through Collegiate facilities (hallways, commons areas, etc.) or on campus grounds must be on a leash, in a travel kennel or under physical (not just voice) control at all times, including outside at after-hours activities. Personal pets may only travel through these areas when coming and leaving for the day, or when being “exercised”. The owner/care giver must clean any urine or feces produced by the pet while in collegiate buildings or anywhere on campus. The preferred area for exercising dogs while at the College shall be the area outside on the west end of VMC south. As always, regardless of where pets are exercised, owners/caregivers must immediately clean up after their pets or permission to bring their animal to the College will be revoked. Pets are not allowed in food vending areas and specifically designated eating areas.

11. Collegiate employees and students presenting their pets for medical care or VMC boarding should check their pet in through the Small Animal Hospital admissions desk. Such animals will be assigned space within the VMC (see: VMC Boarding SOP) and charged for services appropriately.

12. Owners/care givers accept full responsibility and assume full liability for their personal pet’s actions while on University property. All care of personal pets is the sole responsibility of the owner/care giver. Damage to University of Minnesota property, including but not limited to, office furniture, walls, or carpet may be repaired at owner’s expense. Staff or students must not be assigned the responsibility of taking care of other people’s personal pets, unless they are officially housed in the Small Animal VMC kennels.

13. Pet permit fees will be established so as to cover cleaning and maintenance associated with the presence of personal pets in the CVM. A separate account will be established that will hold a minimum deposit that can be used for personal pet associated repair or cleaning on an emergency basis. If a department or area feels there is damage associated with the presence of a personal pet that cannot be charged to the pet owner, they can apply to the Pet Committee for funds. Pet permit funds can also be used to enhance the normal cleaning schedule for larger rooms with shared office space such as A325 VMC and 213 VMC to increase the frequency from the established “Maroon and Gold Standard”. If a department or section has an area that they feel should have increased frequency of cleaning because of the presence of personal pets, they can apply to the Pet Committee for funds.

14. Personal pets on campus are treated as all other animals in the CVM (hospitalized patients, lab animals) for the purposes of emergency procedures (eg. Fire Policy).

**Personal Pet Permits**
A Pet Permit is required for any personal pet coming to the CVM for reasons other than medical care, boarding, or approved teaching (with permission from instructor).

- Permits must be applied for or renewed in the fall of each year.
- Please review the pet policy when applying for a pet permit.
- Applications and other information will be available on the Pet Committee Website prior to October 1st of the fall semester. The website can be found at:

  http://intranet.vetmed.umn.edu/human-resources/cvm-pet-policy
• Completed applications should be submitted to your area Pet Policy Committee member. Students turn in their applications to their class pet policy representative. Permit requests will be reviewed by the Pet Committee Representative and permits distributed as they are received. Permits will be valid from the granting date through the end of the following September. There is a two week grace period from the time the application is accepted by the Pet Committee Representative to the completion of the application process during which the permittee can bring their personal pet to work in anticipation of process completion. The use of this grace period is at the discretion of the Pet Committee Representative and if, at the end of the two weeks the process is not complete, the permittee will not be permitted to bring their pet in until the process is complete. The Pet Policy Committee will review new applications throughout the year as needed for new faculty, staff or students, or those with new need to bring a pet to the CVM.

• CVM house officers that are on a July 1 – June 30 employment cycle may apply for a pet permit prior to Oct 1 of the first year of employment and need not renew until the October of the following year.

• Permit forms will be reviewed by the Collegiate Pet Policy Committee; upon approval they will be renewed for the year. Complaints about the personal pet might lead to revocation of the permit.

• Staff and faculty with their own offices may keep their pet within their office, given the policy conditions as stated. If the office is shared with one or more persons, those persons must give written permission on the permit application.

**Designated Kennel Space – Room A250 VMC “The Pet Room”**

Designated kennel space has been provided for those students and staff that do not have their own personal offices.

• Staff, faculty and students without their own offices can bring dogs only, and they must be housed in a designated area of the College facilities (Room A250, in the basement of the old VMC building). There are nine kennels/cages in this room. Dog owners can leave their own kennels or cages in this area; however the room will remain unlocked so persons leaving equipment overnight will be at their own risk. No dogs can be left overnight. Owners are responsible for feeding, watering and exercising their own dogs. Owners must empty and clean the kennel each day when the dog is taken home. Cleaning supplies will be supplied by the Pet Committee. The general room area (not kennels) will be cleaned every 6 months (December and June) by RAR/CVM facilities. Designated members of the DVM classes will perform daily audit the occupants of the room. All animals entering the room on a daily basis must be healthy.

• Personal pets housed in this room must have a pet permit, which must be applied for from your pet committee representative. Approved applicants will be given a tag to identify their animal while in the CVM designated space. Space will be available to each applicant on a first-come, first-served basis. There will be a per diem charge that will be reviewed annually to ensure coverage of expenses. To use the room, Pet Room Tickets will be available from your Pet Committee representative. See supplemental Pet Room document for detailed information on how to use this room.
• No animal may be housed in A250 without a permit and permit numbers must be displayed on each kennel or cage. Any unauthorized animal without a Pet Room Ticket, including the owner’s name and permit number, will be removed and taken to the VMC for boarding and the owner will be charged accordingly.

• Lost Pet Room Tickets will NOT be replaced. Emergency Pet Room Tickets may be available from pet committee representative for special circumstances.

**VMC Ward Space**
Limited space is available in VMC wards and will be assigned by a lottery system. Please see your VMC pet committee representative and the VMC Pet Policy for more information.

**OVERSIGHT/FOLLOW THROUGH:**
The Collegiate Pet Policy Committee will be composed of representatives from: each CVM department, a student from each year of the DVM curriculum, the VMC, and a graduate student. Members will be annually reappointed. The Committee will make nominations each year to the Dean for approval.

Questions or complaints regarding the Collegiate Pet Policy or personal pets within the CVM can be directed to a representative of the Committee. The policy will be reviewed annually by the Collegiate Pet Policy Committee to evaluate success and compliance. This policy could be cancelled at any time and revert to the University of Minnesota policy (no personal pets allowed on campus).

Complaints will be handled in the following way:

• The Committee member in the CVM department, facility or the student year will first warn the owner about the problem. If the owner does not take appropriate steps to correct the problem and the offense is repeated, the Committee will meet and decide whether to revoke the permit of the pet. If the complaint is correctable (i.e. owner not cleaning up feces after exercising dog, dog jumping up on people in the hallways), the owner can explain to the Committee what appropriate steps are being taken to correct the problem, and the owner will be given sufficient time to comply. If the problem cannot be resolved (i.e. dog barking continually in office when owner not present, and disturbing other people), the Committee will revoke the owner’s permit for that animal.

• The owner of any pet that attacks, bites or severely scratches a person or another animal in the CVM or on the Collegiate grounds will immediately have the permit for that animal revoked. A Committee member will ask for the animal to be removed from the CVM that day. The only exception is if the animal was being provoked by a painful or frightening technique as part of a medical or surgical treatment in the VMC.
• If a faculty, staff, or student pet is on the Collegiate grounds without a CVM issued permit (other than for medical treatment, boarding, or approved teaching), a Committee member will first inform the owner of the pet policy and direct the individual to apply for a pet permit and will ask the owner to remove the animal that day. The pet will not be allowed in the CVM (except for medical treatment, boarding, or approved teaching) until the permit is approved. If the owner fails to remove the pet, the Committee member will take the pet to the VMC for boarding and the owner will be charged accordingly. Faculty, staff, and students who ignore this policy after a warning will be reported to their department chair, supervisor, or the Office of Student Affairs, as appropriate. They will be subject to the disciplinary procedures outlined in applicable employment rules or the Student Code of Conduct.

• Any owner housing a pet (with or without a permit) in an unapproved location will be asked to remove the pet immediately or a member of the Committee will bring the pet to the VMC to be boarded for the day and the owner will be charged accordingly. In the case of students bringing pets into a classroom or lab, the student Committee member(s) in that class will enforce this policy.

Related Documents:

Application for CVM Personal Pet Permit
Pet Policy for 231VMC Offices
Pet Policy for A325VMC Offices
VMC Supplemental Pet Policy (10-VMC-E)
List of Section Representatives to the CVM Pet Policy Committee
Pet Room Daily Use Procedures