

THE CITADEL  
The Military College of South Carolina  
171 Moultrie Street  
Charleston, SC 29409

MEMORANDUM  
NUMBER 2-411

21 NOVEMBER 2025

**ANIMALS ON CAMPUS**

**1. PURPOSE**

Delineates policy on housing and conduct of animals and animal owners on campus and extends to service animals trained to assist those with disabilities.

**2. REFERENCES**

42 USC Section 12131, *et. seq.*  
42 USC Section 12131, *et. seq.*  
S.C. Code Ann. 47-5-10, *et. seq.*

**3. DEFINITIONS**

- A. Household Pets. Domestic animals of species customarily sharing human habitat and dependent on humans for food and shelter, including dogs, cats, rabbits, birds, fish, and similar animals
- B. Service Animal. A dog or small horse trained to do work or perform tasks for the benefit of an individual with a disability, including physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a Service Animal must be directly related to the handler's disability. The provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

**4. POLICY**

Individuals may bring animals on college property subject to conditions set here and applicable Federal and State law. The Citadel reserves the right to exclude an animal from campus if it causes disruption, threatens the health or safety of others, or otherwise fails to meet the criteria set forth in this policy.

A. Animals on Campus Grounds

- 1. Animals must be vaccinated in accordance with S.C. Code Ann. 47-5-60 and always wear secure collars or harnesses with tags verifying identification and vaccination information.

2. Animals must always be under control of the owner/handler and restrained by a leash or other appropriate device not exceeding 6 feet in length. Voice or signal command does not constitute control over/of the animal. Animals may not be left unattended or tied to any object.
3. Pets are not permitted on the athletic practice fields, drill areas, or campus resident play areas at any time. Pets are prohibited on Summerall Field any time it is in use for official purposes, and must be on a leash.
4. Except as otherwise provided in this Policy, pets may not enter academic, administrative, or athletics facilities.
5. Fecal matter must be removed and properly disposed of by the owner/handler.
6. Owners/handlers are responsible for damage or injury caused by their animals.

#### B. Campus Residents

1. Faculty and staff occupying quarters on campus may keep Household Pets in and around campus quarters. All other animals are prohibited.
2. The behavior, noise, odor, and waste of pets must not exceed reasonable standards nor create an unreasonable disruption as determined by The Citadel.
3. Pet owners leaving campus temporarily must ensure proper care and control of pets in their absence.

#### C. Service Animals

1. Employee Service Animals must be authorized by Human Resources. See Annex A for reference, and complete the [Request for Accommodation form](#) online. Students must contact the Student Success Center.
2. Employee's Service Animals registered with Human Resources may enter administrative and academic buildings. If applicable to the employee's disability, service dogs may be under voice or signal command.
3. Visitor, Contractor, and Affiliate -owned animals are welcome in public spaces. When not apparent the animal is a trained service animal, Citadel employees may ask (1) if the animal is required for a disability, and (2) what tasks the animal has been trained to perform. Any decisions regarding visitor, contractor, or affiliate service animal requests will be made by HR in accordance with applicable laws and regulations.

## 5. COMPLIANCE

Failure to comply with this policy may result in disciplinary action. Residents failing to comply with this policy may lose campus pet and/or housing privileges; visitors failing to comply with this policy may be removed from campus.

## **6. NOTES**

### **A. Dates of Official Enactment and Amendments:**

**30 July 2009 (as Memo 2-11)**

**29 November 2016 (as Memo 6-411 'Pets on Campus')**

### **B. Responsible Department: Public Safety**

### **C. Responsible Official: Chief of Staff**

### **D. Cross References: None**

### **E. Rescission: Memorandum No. 6-411, 12 April 2016.**

### **F. Review: Biennial.**

FOR THE PRESIDENT:

OFFICIAL

WILLIAM A. LIND  
CDR USN (Ret)  
Chief of Staff

Annex: The Citadel Human Resources Service Animals on Campus Form

## **Annex A**

### **REQUEST FOR ACCOMMODATION UNDER THE AMERICANS WITH DISABILITIES ACT (ADA)**

#### **Instructions**

Consistent with the Americans with Disabilities Act (ADA), The Citadel provides reasonable accommodation to qualified employees with a disability if the accommodation enables the employee to perform essential job functions or access an employment benefit, unless doing so poses an undue hardship on The Citadel.

If you believe you need an accommodation, you are responsible for requesting reasonable accommodation from Human Resources. Although you may make an accommodation request orally or in writing, The Citadel encourages employees to make their requests using this "Request for Accommodation Under the ADA." Please submit the completed form to the Benefits Manager at [hr@citadel.edu](mailto:hr@citadel.edu) as soon as possible after your need for an accommodation is known. If you need extra space to complete this form, attach additional pages.

Upon receipt, The Citadel will contact you within 5 days to discuss your accommodation request, clarify your needs, and if necessary, request additional information to assess your request. It is important for you and The Citadel to engage in this interactive process together. Please be sure to respond to any communications from Human Resources relating to this request.

The Citadel prohibits retaliation against any individual for requesting disability accommodations in good faith. If you questions about this form or the status of any accommodation request, or if you need assistance filling out this form or making a request, please contact [hr@citadel.edu](mailto:hr@citadel.edu).

#### **Employee Information**

Employee Name: \_\_\_\_\_

Position/Department: \_\_\_\_\_

Supervisor/Manager: \_\_\_\_\_

Work telephone number and email address: \_\_\_\_\_

Mobile Phone Number: \_\_\_\_\_

### **Accommodation Request**

Provide a description of the accommodation you are requesting (for example, an adjustment, change, or other assistance at work). Please identify a specific accommodation or suggestion(s) if you are not sure:

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Provide the reason you need an accommodation (for example, a job function you are having difficulty performing or an employment benefit you are having difficulty accessing):

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Describe what limitation, if any, is interfering with your ability to perform your job or access an employment benefit:

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Describe how the accommodation requested will help you perform the essential functions of your job or access an employment benefit. If you are requesting a service animal, please describe how the animal will specifically assist you with the essential functions of your position:

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Is this request time-sensitive? Yes/No (circle one) If yes, please explain:

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Provide any additional information you think may be relevant to this request:

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Employee Signature and Date:

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