



Residence Life Survival Guide

IMPORTANT NUMBERS

Academic Success Center.....6074

Office of Disability Services 504/ADA Compliance Issues.....6086

Athens Family Practice.....384-7325

Athens Police.....384-3525

Career Counseling.....5325

Child Abuse Hotline.....325-9500

Concord Counseling Center.....5290, 6087

Concord University Office of Public Safety (non-emergency).....5357

Concord University Switchboard/Lost & Found/Information Desk.....5246

EMERGENCY NUMBER.....911

Mercer County Health Department Clinic.....324-8851

Mercer County Sheriff.....487-8364

WV Poison Center.....1-800-642-3625

WV State Fire Marshal.....1-800-233-FIRE

WV State Police.....425-2101

Women’s Resource Center.....304-255-2559

Welcome to Residence Hall Living

We are glad to have this opportunity to welcome our students to Concord University's residence hall community and to help prepare you for life in a residence hall. One meaningful part of a college education is the learning that comes from living with others. A good deal of adjustment occurs in the transition from high school to college and from home life to residence hall life, and sometimes even from freshman to sophomore year. Concord's Residence Life Program is designed to help you make personal, social and academic adjustments in as healthy a way as possible, and to make your living experience both educational and enjoyable.

Building a Roommate Relationship

One of the first people you will meet after moving into your room will be your roommate. If you did not pre-select your roommate, you might be curious about the way you were matched. Room assignments for new students are made based on the date that the *Room Reservation Form and \$50.00 room deposit* are received and date stamped by the Office of Housing and Residence Life.

Our Room Assignment Coordinator makes every attempt to honor mutual roommate requests whenever possible. If you did not seek a specific roommate, we have attempted to match you with someone based on a practical combination of the answers you provided on your *Interest Survey* coupled with the arrival date of your Room Reservation Form at the Housing Office.

Having a good roommate is often as easy as being a good roommate. Perhaps the best advice ever given to roommates can be summed up in just one word: **communication**. Each roommate should share feelings, habits, attitudes, ideas, moods, and backgrounds. We understand living in close quarters with a person you do not yet know can be somewhat frightening and challenging, but it is also an opportunity to build a relationship based on mutual respect, appreciation for individual differences, and the commitment to discuss the day-to-day issues and problems that arise. There is no such thing as a "perfect roommate" or a person who is a clone of you. You do not have to be best friends to be successful roommates; actually best friends are not always the best roommates.

In order to reduce potential friction and unexpected surprises, vast experience in this area reinforces that you immediately sit down with your roommate(s) upon arrival and discuss all of the following:

- How you would like to arrange the room
- What property you are willing to share
- Normal study habits
- How much sleep you need
- Considerations when guests should and should not visit the room
- Weekend social activity preferences ...Interests and activities

While most roommates succeed in resolving their differences, there are times when outside help is needed. If you are unable to study or sleep because of your roommate, let your Resident Assistant know as soon as possible; our residence life staff would be happy to mediate.

Residence Hall Community

We believe a residence hall is more than a place to relax between classes. Ideally, it is a vibrant and active community, the center of student life. The residence life staff encourages you to develop an awareness of the many opportunities that this special living arrangement presents daily, and challenges you to utilize this setting to increase strength in citizenship and leadership.

To make a community function, it is very important to ensure that the rights of individuals are respected. We urge each resident to act responsibly toward the rest of the community as well as to himself or herself. It is important that each person's actions contribute to the development of a strong, balanced community within the residence halls.

Valuing Diversity

The Office of Housing and Residence Life cannot and will not discriminate on the basis of race, ethnicity, gender, disability, religion, sexual orientation, or age. Beyond the law, we are strongly committed to providing an environment free of discrimination, prejudice, or harassment. In order to grow and develop, students must be respected and valued by other members of their community for the person they are and what they want to become.

Disability Accommodations

If you have a diagnosed condition covered under the Americans with Disabilities Act which warrants special housing accommodations, you are strongly encouraged to notify the Director of Housing and Residence Life as soon as possible and denote accommodations on your room Reservation Form.

Sexual Harassment/Assault Statement

It is policy at Concord University that harassment or assault, in any form, will not be tolerated. The University affirms that students have a right to study in a positive atmosphere free from harassment and abuse.

Sexual Assault Prevention Tips

- You should always carry room keys with you, be aware of where you are going, and know a quick and safe way home whenever practical.
- Be aware an unknown attacker on the street does not always perpetrate sexual assaults. About 90% of sexual assault victims are familiar with the perpetrator.
- Have a friend go with you so you can watch out for each other.
- Take a self-defense class. Most people who take self-defense courses feel empowered to handle more serious situations.
- Know alcohol and drugs can impair the ability to make good decisions. It can also lower inhibitions.
- Know your sexual limits. Communicate them clearly and effectively.
- Know that you have a right to say “No” to sexual activity.
- Stop what you are doing if you receive unclear or conflicting messages.

(Prevention Tips provided by Connie Kirkland, Director of Sexual Assault Services, George Mason University)

Safety

Concord University and the Offices of Public Safety and Housing and Residence Life take great measures to build on the safety record of the community of Athens and the State of West Virginia. The University believes that members of the Concord campus community can assist in keeping themselves from harm by utilizing prescribed safety precautions and by educating themselves about the frequency and type of security breaches which occur on University property. Public Safety will record and annually publish statistics on crime.

For additional Concord University Crime Statistics go to <http://www.ope.ed.gov/security/search.asp>(link is external)

Students are encouraged to exercise common sense regarding personal safety. Each student must take an active part in his or her own personal safety and the safety of other community members.

Public Safety Officers work closely with professional and paraprofessional Housing and Residence Life staff personnel. Both the Officers and the Student Life staff members on duty are available to receive emergency telephone calls from anyone on campus or associated with the University. All Public Safety Officers have direct radio contact with local law enforcement agencies. To encourage accurate reporting of crimes and incidents, a formalized "Incident Report" is completed after each known event (when the victim allows us to report the crime).

What **YOU** can do to enhance **YOUR OWN** personal safety.

Personal Safety :

- avoid walking alone, especially at night
- walk in well lighted areas
- walk clear of any area with heavy foliage
- be alert and aware of your surroundings
- refrain from propping open locked residence hall doors
- use the viewing porthole provided in each residence hall door
- have strangers identify themselves before unlocking any room door
- keep your room door locked at all times

Vehicle Security :

- remove property from plain view
- roll up vehicle windows
- remove keys
- lock all doors
- park in a well lighted area whenever possible

Personal Property Safety :

- secure valuables left in your room
- print your name on valuables when appropriate
- remember to lock the door(s) and window(s) to your personal room each time you leave and when you are sleeping
- lock your room door when you are in the bathroom (traditional halls)
- pre-plan a course of action in the event of lost or stolen credit cards, checks or money

The most recent comprehensive data concerning crime rate statistics for West Virginia was disclosed to the public by the West Virginia State Police.

Concord University and the Office of Housing and Residence Life encourages students to take all precautions toward their own personal safety and the security of their possessions.

The Housing & Residence Life and Office of Public Safety Staff

Director of Housing & Residence Life

The Director provides leadership, administration, coordination, and evaluation for the entire Housing and Residence Life program.

Contact Information

Office: (304)384-5231

Resident Directors

Our residential facilities are directly administered by 3 full-time professional coordinators called Resident Directors, or RD's. The RD's home and office are located in the residence hall he or she is assigned to administer. Each RD is fully responsible for supervision of his/her building and for coordinating and supporting the Residence Life staff. RD's are specially trained in counseling, communication, problem solving, first aid/CPR, fire safety, and other areas important to facilitating life in a residence hall.

Resident Director	Home	Main Desk
North Tower	5138	5132
South Tower	5139	5133
Wilson and Sarvay Halls	5140	5136
Wooddell Hall	5142	5135

Resident Assistants

Every residence hall has a staff of Resident Assistants. These upperclass students live on each floor as representatives of the Student Life staff. The RA's are skilled paraprofessionals who have been trained in many areas to make the student's experience in the residence hall healthy, safe, fun, educational and memorable.

Staff Duty Hours

Residence Life Staff, including one Resident Director who covers the entire campus and one or more RA's working in each building, are on active duty from 5:30 p.m. to 12:00 midnight daily. RD duty responsibilities include coordination and support for the RA staff. This is done, in part, by completing nightly campus-wide walking tours. The RA on duty is available to answer questions, maintain building safety and oversee other services. To ensure student safety, the RA on duty also makes specific building rounds of the residence hall and is required to sleep/remain in the facility throughout the night in case of any emergency. All on-duty Residence Life Staff members are in direct communication with Public Safety personnel via the campus radio communication system.

Public Safety

A Public Safety Officer is stationed at the North Tower Main Desk, which also doubles as a Public Safety security station each morning from 12:00 midnight until 7:00 a.m. while University is in session. Electronic entry systems, provided in each residence hall, are patched back to the North Tower Main Desk, allowing a Public Safety Officer to monitor students and visitors entering and exiting each living area during the above provided hours. In addition, Public Safety Officers complete nightly duty rounds, monitor exterior doors for safety, and assist the Resident Director and Resident Assistant staff with disruptive and/or emergency situations.

Concord University Public Safety Main Office
(304)384-5357
Emergency: 911

Housekeeping Staff

Each residence hall has an assigned set of housekeeping staff which work routine daytime hours, Monday through Friday. The building custodial personnel are responsible for the general upkeep and appearance of the facility, but are not expected to clean any intentional mess left by students. Custodial staff obligations do not include cleaning individual student rooms, or suite bathrooms in the Twin Towers.

Buildings

Introduction

Concord University has six residence halls. Upon enrollment, new students are assigned to a building and will receive a roommate. Upper-class students are able to select specific buildings and roommates during an annual housing assignment process.

The Buildings

Concord University provides four same sex residence halls, each houses between 200 and 330 resident students. Laura A. Sarvay Hall, which houses approximately 80 students, is used whenever the other residence halls are at capacity. The annual housing needs assessment dictates gender make up of Sarvay Hall. Also, available are the Mill Street Apartments.

W. S. Wooddell Residence Hall - houses 200 male residents in a traditional hall setting. Each wing of this building has a community bathroom. Wooddell Hall provides a large study area with wireless internet access as well as multiple desktop computers. The residence hall also houses a TV Lounge with “Stadium Style Seating”, two TV’s, and surround sound.

Construction on Wooddell Hall was begun in 1960. Built in conjunction with Wilson Hall, the total construction project was set at \$165 million. Originally named New Men’s Hall, the building was rededicated in 1977 in honor of W.S. “Woody” Wooddell. Mr. Wooddell graduated from Concord in 1924 and was a member of the Concord faculty from 1935 until his retirement in 1966. He served as head basketball coach and assistant football coach as well as being the Dean of Men.

Damaris O. Wilson Residence Hall - houses 210 female residents in a traditional hall setting. Each wing of this building has a community bathroom. Wilson Hall contains a study room with wireless internet access, a TV Lounge with surround sound, a formal lounge, as well as a lounge/recreation room.

Wilson Hall was constructed in the same 1960-62 time frame as Wooddell Hall, and it has been a women’s residence since being opened to students as the Women’s Upperclass Hall in 1962. The building was rededicated in 1977 in honor of Ms. Damaris O. Wilson, the Dean of Women at Concord College from 1952 until her retirement in 1972.

North and South (Twin) Towers - house approximately 330 residents in each building. Tower rooms are normally arranged with two beds per room and two rooms to a suite. Each suite contains a bathroom, foyer (with a sink), and a storage closet shared by all members. South Tower houses men and North Tower houses women. The two structures share a large comfortable lounge area with; pool tables and ping pong tables. Each Tower also has its own TV Lounge with surround sound.

Mill St. Residence Hall - Houses approximately 22 residents. This co-ed residence hall has in

each room two beds, two dressers, two desks, and a closet which is shared by the residents of the room. Each room also has a bathroom which is shared by the two residents of the room. This residence hall is the only residence hall that remains open throughout every break, except summer.

Laura A. Sarvay Hall - houses approximately 80 students in its spacious rooms set in a traditional style facility setting. Each wing of the building contains a community bathroom, and most student rooms contain a sink. Sarvay Hall also contains a large study/T.V. room.

Sarvay Hall was constructed in 1935 for \$184,000. Originally designed to be an annex of McComas Hall, these two women's residence halls were connected by a bridge and they shared common utility and mechanical systems. The building was named after Ms. Laura Ann Sarvay, a professor of Art at Concord College from 1920-1953. From 1924-1952, Ms. Sarvay served as the Chair of the Concord Art Department. At present, Sarvay Hall is the oldest standing building on the Concord University campus.

Special Housing Opportunities

Different living options are available for students residing in the Universities' residence halls. Special living areas are reserved for students who wish to pursue a particular lifestyle with other students like themselves. Some different living options include:

Substance Free Living Floors - designed for those students who desire a substance-free living environment. All residence halls, except Sarvay Hall, have pre-selected floors that are substance free. These spaces are alcohol and smoke free in all areas, private or otherwise. Studies confirm that students in substance free residential areas drink less and are protected from second hand effects of alcohol and smoke.

Greek Housing – located in designated areas complex are social fraternity and sorority wings designed to provide students the opportunity to live with other members of their own Greek organization.

ALEF Houses I and II - These houses are occupied by students who are recipients of the Appalachian Leadership Education Foundation Scholarship. They are selected by the programs administrator to reside in one of the ALEF Houses.

Residence Hall Services

Kitchen

All residence halls contain at least one kitchen with a sink and stove. Residents are encouraged not to leave food unattended and are required to clean the area after each use.

Laundry

Each residence hall contains laundry facilities. The card/coin operated laundry machines are owned and serviced by a private vendor. Quarters can be obtained at North Tower Lobby, Wilson Hall Main Desk, and Wooddell Hall Main Desk. There is a \$5.00 limit on change provided in the residence halls.

Study Lounges

In accordance with Concord's commitment to excellence in education, study lounges are maintained in each residence hall. Study areas are equipped with direct and/or wireless internet access.

Vending

Each residence hall has vending machines which supply food and beverages for student convenience. The vending apparatuses are owned and serviced by local private vendors. In addition, each residence hall contains its own ice making machine.

Other General Housing Information

Fire Safety Equipment

For residents' safety, each residence hall is equipped with heat and/or smoke detectors, fire alarm pull stations, and fire extinguishers. Tampering with the devices will result in judicial sanctions through the University and possible fines through the State Fire Marshalls Office.

Please remember tapestries or paper products may never be hung over lights.

Residents occupying areas with battery operated detectors should alert Housing staff when the battery is in need of replacement. The detector will chirp/beep to alert the resident of battery replacement needs.

Insurance

Under most circumstances the Universities insurance will not cover stolen or damaged personal property; therefore, students are strongly encouraged to possess personal property insurance for their belongings. Your family's insurance agent can inform you whether personal items are covered under your family's current homeowner's policy.

Your Room

Cable Television

All residence halls are equipped with cable service.

Concord's expanded basic TV cable service package

(incorporated into room cost) is available at the following web link:

<http://www.concord.edu/student-life>

High Speed Internet Access

Concord University provides high speed internet service to all residence halls. One porthole for each occupant exists in every residence hall room. Direct and/or wireless internet access is provided in common residence hall space as well.

Furniture

Every room is equipped with a bed, mattress, dresser, desk, desk chair, and closet or wardrobe for each occupant. Each living area is equipped with an over-head lighting fixture, however students generally prefer additional lighting; **halogen lamps are not permitted.** Furniture provided in student rooms **must remain in the room.** Students are responsible for any furniture that is missing or damaged at the time of check-out and will be charged accordingly.

Keys

Students are issued a room key and a suite door key (if in North or South Towers) during residence hall check in. For safety and security purposes, if a key is lost, a new lock may be installed and new keys issued to the student and his or her roommates/suitemates. All keys remain the sole property of Concord University and may not be duplicated for any reason. Replacement keys are obtained through your Resident Director. Students must pay a fee of \$25 to cover the cost of rotating the core of a lock and cutting three new keys. Students must pay a fee of \$125 to cover the cost of a lock that was purposefully damaged. Students are forbidden to give room keys to anyone who does not reside in that room. Providing your residence hall room, suite or building key to another person **is strictly prohibited**.

Repairs

If repairs are needed, students are asked to report work orders to their RA or call extension 5231 (Housing Office). All non-emergency maintenance requests will be handled Monday through Friday between the hours of 8:00 a.m. and 2:00 p.m. Maintenance personnel will be dispatched as quickly as possible in response to emergency situations.

Students are not authorized to make repairs themselves and will be billed for any damage incurred while attempting to do so.

Hanging items on walls

Almost any form of tape or putty that is advertised as leaving no residual stain will in fact leave marks on the walls and may result in damage charges. Years of experience has taught us that although masking tape may not be the best substance for hanging materials in your room, it is the best medium with regard to not leaving residue behind; **therefore masking tape is the only hanging material permitted in the residence halls**.

Air Conditioners

Air conditioners are not permitted in the residence halls. This policy is strictly enforced. However, air purifying devices (which rest on the floor or table) to combat air allergens are encouraged whenever conditions warrant.

Residence Hall Policies and Procedures

Concord's Residence Life program is intended to facilitate individual responsibility. However, there are certain restrictions governing residence halls. Students share responsibility with those around them for making their residence hall the best possible place in which to live. In order to maintain health and safety standards, students are responsible for care and cleaning of their rooms as well as for sharing in the cleaning and upkeep of the hall.

Appliances

The following electrical appliances may not be used in the residence hall rooms or suites: stoves, hot plates, air-conditioners, immersion heaters (water heating coils), heat lamps, toaster ovens, toasters and any other appliance with an exposed heating coil, electric blankets, electric heaters, and/or any other such appliances that use great amounts of electricity or generate heat. Each residence hall has a kitchenette where approved appliances may be used.

Refrigerators

Each residence hall room is permitted a total of two refrigerators which must be UL-approved with a three-pronged, unfrayed power cord. The maximum size for student refrigerators is 5.0 cubic feet and must be plugged directly into wall outlet per Fire Marshall.

Microwaves

Students are permitted to bring microwaves. Microwaves may be no larger than 0.9 cubic feet and must be plugged directly into a wall outlet per Fire Marshall.

Volume Containers

Volume containers such as kegs are **not permitted**. Any confiscation shall be permanent, and shall include any paraphernalia items associated with the violation. Including, but not limited to: chests, tubs, kegs, and taps.

Fire Risks

Combustible materials are strictly prohibited in all residence halls. This includes, but is not limited to, items enumerated under the heading of *Items You Are Required to Leave At Home* on the Residence Hall Last Minute Lists, available on our web page. Confiscation and disposal of such items shall be permanent.

Disabling smoke detectors, or any other fire safety equipment, by removing batteries or covering the detector with any material, is a violation of federal fire safety code and is strictly prohibited.

Fines/fees shall be determined by either the State Fire Marshal or the Supervisor of Residence Halls.

Motor Vehicles and Parking

All students who possess a valid driver's license are permitted to bring and park their personal vehicle on campus. Any motor vehicle brought to campus is required to be registered, and the owner/primary driver is expected to obtain a numbered parking permit semi-annually at registration, or at the Office of Public Safety located in the Rahall Building. Parking decals are valid for one semester. Complete parking information is provided in the *Concord University Vehicle Registration and Parking Regulations Handbook*.

Quiet/Courtesy Hours

A quiet hours policy is in effect from 8:00 p.m. through 7:00 a.m., daily. Prior to and during final examinations, a 24 hour "quiet hour" policy is in effect. All requests to limit noise **MUST** be honored in order to avoid judicial action. The residence halls were not originally built to accommodate the powerful stereos and speakers of today. If you bring a stereo to campus, please bring headphones. You are also encouraged to purchase a rubber mat to place under any large speakers to reduce vibration to other rooms.

Smoking

Smoking is **NOT** permitted in any residence hall. Residents are required to observe this policy at all times. Other tobacco use is prohibited in all designated substance-free and public residence hall areas including all outside stairwells. All campus buildings have been designated as smoke free environments. There is no smoking within 25 feet of all building entrance/exit doors.

Weapons

Weapons or "look alike"/replica weapons may **NOT** be housed, or carried into a University residence hall. Possession of rifles and firearms (including BB and paint ball guns), ammunition, firecrackers, and/or explosive materials (including carbide) and similar items such as gas-powered guns (including paint and nail guns), and sharp tipped arrows are strictly prohibited. Hunting equipment should be stored elsewhere; contact your Resident Director or the Public Safety Office with any questions.

Vacating the Residence Halls

Residential students are not permitted to remain in the residence halls throughout any official University closing. **Residence halls must be vacated within 24 hours after a student's last final examination of the semester; or at official closing time (normally 5:00pm), whichever occurs first.** Notice will be posted by the Housing and Residence Life Staff prior to the closing of each semester, vacation, or recess period. However, it is a **student and/or family responsibility** to abide by the conditions set forth in all closing notices and to follow check-in and check-out procedures and times. **Students should never assume** that remaining after a scheduled closing date and time for any reason will be permitted without **pre-arranged written approval** from the Supervisor of Residence Halls.

Visitation/Guests/Escort

Open Visitation of the opposite gender is permitted in every residence hall, with roommate's consent, every night that the residence halls are officially open. Guests wishing to stay beyond midnight, or overnight, must present a valid ID and sign in at the front desk of the residence hall they will be staying in **between 7:00pm and midnight** the night they plan to stay (Sign-in must occur each night someone is staying). Guests arriving after midnight will not be permitted to stay.

In roommate conflicts over excessive visitation, the University will always side with the complainant. Every guest must comply with University rules and regulations that affirm each student's right to study, sleep, and privacy. It is the duty of the resident host to monitor and accept responsibility for the behavior of guests. All guests in any residence hall must be escorted by the host resident of that building at all times. The University reserves the right to deny access to any guest if it has been determined that he/she has disturbed, disrupted, or endangered any residents.

While visitation is open in all resident halls, there are restrictions to the number of nights guests can stay to prevent "squatting", subletting, and other prolonged stays by persons not contractually responsible for the room. Guests (regardless of gender) may stay only two consecutive nights when class is in session the following day (i.e. Sunday-Thursday). If found in violation of this policy, and the guest is a Concord Student, both students will be subject to disciplinary action and the visiting student will be charged \$20.00 per night (the Concord Affiliate Guest Rate) for each night he/she is in violation. If the guest is not a Concord Student, the resident will face disciplinary action and be charged guest fees of \$26.00 per night (Non Concord Affiliate Guest Rate), and the guest will be banned from Concord University Residence Halls.

Escort Policy: Each visitor(s) of the opposite sex, and any non-Concord student(s), must be accompanied by the host within the residence hall they are visiting at all times. Residents can only serve as a host in the residence hall in which they live. Each resident may escort up to two visitors at a time and must stay with the visitor(s) while the visitor(s) is in the building. Each resident is held accountable for her/his guest(s')/visitor(s') on-campus behavior in accordance with University policies and procedures.

Every guest is subject to University rules and regulations which affirm each student's right to study, sleep, and privacy. It is the duty of the resident host to monitor and accept responsibility for the behavior of guests. The University reserves the right to deny access to any guest if it has been determined that such person has disturbed, disrupted, or endangered any residents.

Pets

Fish kept in aquariums (maximum of 20 gallons or equivalent per room) are the **ONLY** pets permitted in the residence halls. Semi-aquatic pets that can live in the same kind of aquarium must be approved and may be allowed on a case-by-case basis. Both roommates must consent to keeping pets in the room. If there is a dispute between roommates, Residence Life Staff will support the removal of the pet. Cats, dogs, ferrets, mice, gerbils, hamsters, birds, spiders, snakes,

etc., are not permitted. This list is not inclusive. Any student who violates this policy will be subject to disciplinary action. Accommodations will be made for documented disabled students who require trained service animals. Please see the Student Handbook section titled, “CONCORD UNIVERSITY: PROTOCOL AND PROCEDURES FOR SERVING STUDENTS WITH DISABILITIES COVERED UNDER SECTION 504/ADA: Service and Assistance Animals.” (p. 113)

Service and Assistance Animals

Concord University is committed to compliance with state and federal laws regarding individuals with disabilities. Members of the University community who seek reasonable accommodation for disabilities should contact the Office of Disability Services, located on the ground floor of the Jerry and Jean Beasley Student Center, Room 107. Students requesting to have service or assistance animals in the residence halls will also need to communicate with the Office of Housing and Student Affairs to receive permission and make arrangements with the Director of Housing and Residence Life for the animal to reside in University owned housing.

The following information includes various laws governing service or assistance animals, including definitions of service and assistance animals.

- Title II of the ADA applies to state and local governmental entities, including all public colleges/universities and states that public entities must modify policies, practices or procedures to permit the use of a service animal by an individual with a disability. Under Title II, a service animal is defined as any dog that is individually trained to do work or perform tasks (directly related to the disability) for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Under Title II, the Department of Justice explicitly states that animals other than dogs are not defined as service animals, except for special provisions permitting miniature horses). Additionally, animals that serve solely as crime deterrents or provide emotional support, comfort or companionship are not considered service animals under the DOJ’s definition in Title II.
- Title III of the ADA applies to business and nonprofit entities that are “public accommodations” such as public and private colleges/universities and states that individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of a place or public accommodation. As in Title II, the definition of service animal is restricted and does not include animals other than dogs, animals that are not effectively controlled or housebroken, or animals that are emotional support animals.
- Section 504 of the Rehabilitation Act applies to any institution receiving federal financial assistance, which includes nearly all public and private colleges and universities and states that a college/university may not impose upon a disabled student any policy that has the effect of limiting the participation of the disabled students in the University’s educational program or activity. The Department of Education’s Office for Civil Rights has adopted the definition of service animal provided by Title II and Title III for their interpretation of Section 504 of the Rehabilitation Act.

- The Fair Housing Act applies to residential “dwellings”, including “any building, structure, or portion thereof which is occupied as, or designed or intended for occupancy as, a residence by one or more families.” §42 U.S.C. 3602(b) and states that it is unlawful to discriminate against any person in the terms, conditions, or privileges of sale or rental of a dwelling, or in the provision of services or facilities in connection with such a dwelling because of a disability of that person. To date, there has not been affirmation by the court system as to whether the FHA applies to residential dormitories as there is legal debate whether “family” includes a single individual according to the legal definition. The FHA applies only to residential dwellings and not to academic, administrative and common areas on campus.

After reviewing the aforementioned laws, Concord University has developed the following Service and/or Assistance Animal policy:

With respect to a request for a service or assistance animal, Concord University will determine, on a case by case basis, and in accordance with applicable laws and regulations, whether such animal is a reasonable accommodation on campus. In doing so, the University must balance the needs of the individual with the impact of the animal on other campus community members.

- Where it is not clear that an animal is a service animal as defined by the ADA, Concord may require sufficient information and documentation to determine whether the animal qualifies as a service or assistance animal under disability legislation. The University may require any or all of the following:
 - Documentation from a treating physician or mental health provider showing that the service or assistance animal is required in order for the student to be successful in completing his/her degree requirements, including how the animal assists the student.
 - Documentation detailing or verifying the appropriate training of the service or assistance animal.
 - Documentation from a veterinarian that the animal is current on vaccinations and all veterinary care, including flea and tick control.
 - Documentation that said veterinary care is kept up to date throughout the duration of the animal’s residency on campus.
 - For assistance animals that do not meet the requirements stated by Title II and Title III of ADA legislation, but which might meet requirements under the Fair Housing Act, and have been approved by the Director of Housing & Residence Life, the following policy will be enforced:
 - Assistance animals will be permitted only in the residence hall in which the approved student resides, and must be harnessed, leashed, or tethered when not in the resident’s individual room. Assistance animals will not be permitted in academic buildings, administrative buildings, or residence halls in which they do not reside.
 - In order to ensure the safety of others as well as the animal, assistance animals must be harnessed, leashed, or tethered at all times on University Property, with the exception of the resident’s individual room. Assistance

animals must also be kept in a cage or carrier in the room when the student is not present in the room.

- For all residential students who are approved to have service or assistance animals living in their residence hall room the following guidelines will be enforced.
 - Residents with service or assistance animals may be required to pay the additional private room fee, unless they are able to provide a roommate who agrees to share a room with the service or assistance animal.
 - Residents may be subject to monthly health and safety inspections, in addition to the regular bi-semesterly inspections.
 - Residents with service or assistance animals will be required to complete additional documentation with Office of Residence Life Staff as mentioned above.
 - Residents must read and sign the Service/Assistance Animal in Residence Hall Agreement.