



HOUSING AND RESIDENTIAL LIFE

OSU Housing and Residential Life Pet Policy and Responsibilities

Oklahoma State University Housing and Residential Life (HRL) recognizes the important role pets can play in residents' lives, including benefits to physical and social well-being. HRL has designated the Prosser Neighborhood as a pet-friendly community.

Pets are not considered service animals or emotional support animals and are not related to disability accommodations.

This policy outlines the rules and responsibilities associated with keeping a pet in university housing.

Approved Pets

For OSU Housing, pets are generally considered to be either dogs or cats. Requests for other animals will be considered on a case-by-case basis decided by a committee.

Exception: Fish, small crustaceans, mollusks, water turtles, and small amphibians that live underwater are permitted in aquariums.

- Guidelines:
 - Aquariums may not exceed ten (10) gallons per housing unit.
 - Multiple aquariums are allowed if combined capacity does not exceed ten (10) gallons in total.
 - Pets must remain in their aquariums at all times.

Pet limit

- Only one (1) pet is permitted per unit.
- HRL reserves the right to deny any request for a pet to reside in university housing.

Approval Process

Students must register for pet-friendly housing each year. Pets may not be brought into or reside in university housing until HRL approval is granted.

Pets are a privilege, not a guaranteed housing option. Approval may be denied or revoked at any time if a pet does not meet community standards or if the owner fails to follow HRL policies.

Pet-friendly housing is limited and not guaranteed.

If a pet is brought to campus without approval:

- The pet must be removed from university housing immediately.
- The owner may face disciplinary action.

- The owner may be charged \$500 for the unapproved animal plus any costs related to cleaning or damages.
- Failure to remove an unapproved pet may result in additional disciplinary action and/or the university taking action to remove the pet at the owner's expense.

Animal Age

Pets must be at least six (6) months old at the time of approval. This ensures the animal is sufficiently mature to safely reside in the housing environment.

Required Documentation

To register a pet, students must submit the following:

- Animal Housing Process and Agreement
 - Signed pet policy and responsibilities
 - Standard of care acknowledgment
 - Housing assignment in the Prosser neighborhood
 - \$450 non-refundable annual pet fee
 - Emergency handler information
 - Animal Information: species, breed, weight, age, vaccination records (including rabies)
- Animal Identification Form: animal name, birthdate, photo
- Roommate Notification

Vaccination Records

- Dogs:
 - Rabies
 - Distemper (DHLPP)
 - Bordetella
 - Flea prevention
 - Heartworm prevention
 - Spay/neuter certificate
- Cats:
 - Rabies
 - FVRCP
 - Flea prevention/maintenance
 - Spay/neuter certificate

HRL strongly recommends submitting all required documentation as early as possible. The review process may take up to ninety (90) days. Pets may not be brought into university housing until approval has been granted. Unapproved pets may result in fines, damage charges, or disciplinary action.

Owner/Resident Responsibilities

The owner/resident is solely responsible for the care, control, and behavior of the pet. Failure to follow these rules may result in animal removal and/or disciplinary action.

- **General Responsibilities**

- Follow all city, county, and state laws and ordinances related to animal care, including vaccination and registration, before bringing the animal to campus.
 - Provide the animal's daily needs, including food, water, grooming, and general care. Roommates, friends, or other residents may not care for the pet.
 - Ensure the pet does not pose a threat or unreasonably disturb others.
 - Any evidence of neglect or abuse may result in immediate removal of the pet and referral to disciplinary action without warning.
- **Supervision and Control**
 - Pets must be on a leash outside the assigned room.
 - Pets must stay with their owner in their assigned room and may not visit other rooms or buildings.
 - Pets found loose or not under control may be captured, confined, and removed by university or animal control personnel.
 - When the owner is away:
 - Dogs must be crated.
 - Cats must remain in the owner's room.
 - **Time Away and Breaks**
 - Pets must not be left alone for extended periods:
 - Dogs: no more than six (6) hours.
 - Cats: no more than eight (8) hours.
 - If the owner is not present, the pet must be removed from campus during extended breaks. Allowing another individual to watch or care for a pet while the owner is away is not permitted
 - **Emergency Care Plan**
 - Provide an off-campus emergency contact who can retrieve the animal within six (6) hours if the owner is unavailable.
 - The emergency contact must be prepared to coordinate with HRL staff to gain access to the residential space, including contacting the appropriate office and presenting identification if required.
 - If the emergency contact is unreachable or unwilling to assume care, and the owner fails to retrieve or arrange alternative care, HRL may consider the pet abandoned and place it with a local shelter or appropriate authority at the owner's expense.
 - **Cleanliness and Waste**
 - Pet waste must be picked up and disposed of in an outdoor dumpster or designated animal waste station.
 - Pets must use appropriate outdoor areas (grass only; not sidewalks, flowerbeds, or building areas)
 - Cat Litter Box Care:
 - Daily: Scoop waste at least once or twice a day.
 - Weekly: Bag used litter and wash the box with hot water and mild soap.
 - Used litter must be sealed and disposed of in outdoor dumpsters promptly.
 - **Health and Inspections**

- University housing staff may inspect rooms for cleanliness, pests, and animal care.
- If fleas, ticks, or other pests are found, the space will be treated. The owner will be charged with any additional costs.
- **Damages and Charges**
 - The owner is responsible for any damage caused by the pet beyond normal wear and tear.
 - This may include, but is not limited to:
 - Flea treatment
 - Carpet/tile replacement
 - Furniture damage
 - Odor removal or deep cleaning
 - All charges will be billed to the owner's Bursar Account and communicated through the owner's university email.

Animal Removal and Violation

- **Minor or Correctable Violations**
 - Residents may receive up to two (2) verbal warnings from hall staff for minor or correctable violations, followed by email documentation.
 - If the behavior continues, a final written warning will be issued.
 - Continued violations after the final warning will result in a meeting with the assistant director of residential living. Outcomes will be determined on a case-by-case basis.
- **Written Warnings** (may be issued for, but are not limited to the following)
 - Non-compliance with HRL policies or guidelines
 - Excessive damage caused by the pet (for example, flooring replacement due to odor/stains, irreparable furniture damage or replacement of university property or fixtures)
- **Serious Violations and Pet Removal**
 - HRL may require removal of a pet for:
 - A direct threat to the health or safety of others or unmanageable behavior despite reasonable interventions;
 - Substantial property damage, as assessed by HRL or Facilities Management;
 - Neglect or abuse of the pet; and/or
 - Ongoing disruptions to the community or interference with the living environment.
- **Procedures**
 - Removal may be immediate in cases of abuse, neglect, or serious safety concerns.
 - Decisions are based on the pet's actual behavior, not speculation or fear.
 - HRL will provide written notice of removal to the owner and, if applicable, the Office of Student Conduct.
 - The owner remains responsible for housing obligations and fees, even if the pet is removed.

- In the case of abuse or neglect, HRL may take additional steps to prevent contact between the pet and the party believed to be responsible for the abuse or neglect at the owner's expense.
- Animal removal decisions may be appealed to the associate director of residential living.

Housing & Assignment Considerations

- HRL may assign or reassign housing to reasonably accommodate the pet and community needs. Roommate consent is not required for the pet; however, roommates will be notified. HRL will address conflicts through reassignment, if needed.
- If a conflict arises (such as allergies or safety concerns), HRL will work with all residents to find a reasonable solution, which may include reassignment.
- If a resident would like to change apartments, they must submit a Waitlist Request or Room Change Request Form. Housing will consider pets when reviewing requests. Approval may be modified if the pet is not suitable for the assigned space or creates an undue administrative or financial burden.
- In rare cases, maintenance or other emergencies may make a room unsafe or unavailable. If this occurs, the resident and the pet may be temporarily reassigned until the issue is resolved. No transfer fee will be charged. However, residents remain responsible for any damage caused by the pet.
- Pet approvals last for the academic year (fall–spring). Renewal with HRL is required each year, and summer pet housing must be renewed separately.

Liability & Risk Acknowledgement

- The owner/resident assumes full responsibility for any injury, damage, or loss caused by their pet and agrees to hold OSU and its personnel harmless.
- OSU personnel are not responsible for care, injury, or loss of the pet.
- Residents are encouraged to carry renters or animal liability insurance.

Student Confirmation

By signing below, I confirm that I have read and understand the **OSU Pet Animal Policy and Responsibilities**. I agree to follow all rules and requirements related to having an animal in university housing.

- I understand and agree to the following:
- Complete all required steps and receive approval before bringing my pet to campus.
- Care for, supervise, and control my pet at all times.
- Ensure my pet does not pose a threat or cause damage.
- Follow all local, state, and federal laws, including licensing and vaccination requirements.
- I remain responsible for all care, behavior, cleanliness, and damage caused by my pet.
- Respond to HRL staff requests and cooperate with university policies.
- Accept that violations may result in pet removal and/or student conduct action.

- Pet accommodation lasts for the academic year (Fall–Spring). Annual Renewal with HRL is required each year, and summer Pet housing must be renewed separately.

Important: Pets may not be brought into or live in university housing until approval has been granted by HRL. Failure to comply may result in fines, additional charges for cleaning or damage, or disciplinary action.

I understand failure to follow these rules may result in the loss of my ability to keep an animal in university housing. I also understand that HRL may update these policies as needed.

I understand that in the event of an emergency (including but not limited to fire alarms, evacuations, severe weather, or other urgent situations), HRL staff and emergency personnel are not responsible for the evacuation, care, or safety of my pet.

I acknowledge that I am solely responsible for the care, control, and removal of my pet always, including during emergency situations. I am also responsible for ensuring appropriate arrangements are in place in the event I am unable to care for or retrieve my pet.

Signature: