

**WASHINGTON & JEFFERSON COLLEGE**  
**PET HOUSE MANUAL and PET REGISTRATION FORM**

**Introduction**

Washington & Jefferson College is unique in allowing residents of a designated building to live with their pets. The future of the pet privilege rests on the successful administration of the policy and the willingness of students to abide by, and enforce, the policy.

**Purpose**

The Washington & Jefferson College Pet Policy allows Pet House resident students the privilege of bringing their family pet, defined by the College to have been in the family for at least one year and being of at least one and half years of age, to campus. The acquisitions of any animals, purchased or stray, while a student at Washington & Jefferson College is prohibited. Washington & Jefferson College strives to provide a safe environment for members of the College community, and to protect, maintain, and regulate the pet ownership privilege enjoyed by community members. It is the responsibility of the pet owner to value the rights of all students as well as the physical beauty of the campus. The Pet Policy provides the guidelines by which this can be accomplished. By bringing a pet to live in the Pet House, students acknowledge their understanding of this policy and agree to the conditions and penalties that may result in violations. Every pet owner is encouraged to consider carefully the advantages and disadvantages of the campus environment for his/her pet.

What is a pet? Pets are considered by the Office of Residence Life to be cats, dogs (under 40 lbs.), small birds, hamsters, gerbils, guinea pigs, turtles and fish. Other types of animals may be approved on a case-by-case basis at the discretion of the Office of Residence Life.

What is a visiting pet? A visiting pet is one that has been registered through the Office of Residence Life and is allowed to visit campus. **Visiting pets cannot stay overnight and are only allowed in the Pet House.** All rules apply to visiting pets as well as residential pets.

**Pets Permitted on Campus**

Pets are **only** permitted in the Pet House (Monroe Hall). Fish are permitted in all residence halls. A wet aquarium shall not exceed twenty gallons. Dogs may not exceed forty pounds in weight when fully grown. Pit bulls, rottweilers, and wolf breeds, or any mix containing these, are not allowed on campus at any time. Dogs and cats are not permitted on campus during the summer. If a pet owner has been given permission to stay on campus during a vacation (Thanksgiving, Christmas, or Spring Break) the Pet Policy still applies. If owners are leaving campus for break, they need to make sure their pets are taken home over break or make arrangements for the pet to stay off campus.

## **Registration and Vaccination**

All pets must be registered by the student-owner with the Office of Residence Life prior to bringing the pet to campus. Failure to do this will result in the removal of the pet from campus. Pet owner registration will be on a rolling basis. To register a pet student must read and agree to the guidelines described in this manual and sign the attached Pet House Agreement and Pet Registration Form. The following items must be presented to the Office of Residence Life by April 1, 2010: 1) Pet House Agreement, 2) Pet Registration Form, 3) a current photo of the animal, 4) a current record of vaccinations, and 5) a certificate of spay or neuter.

Dogs and cats under veterinary care are closely monitored and given vaccinations at different life stages. While the recommended vaccinations issued by veterinarians often vary, several staple vaccines are required for dogs and cats on campus at W&J. If you have questions concerning your pet's vaccinations please consult the Office of Residence Life. Dogs and cats are required to be spayed or neutered. Owners must also present certification from their veterinarian that the dog or cat is at least one year old and has been owned by the student for at least 1 year prior to applying. Dogs, cats, and other non-cage dwelling animals must have an ID tag on at all times that identifies its name and the name and phone number of the owner. It is also encouraged that students have their pet micro chipped prior to lining on campus.

The registration fee is \$50 for both cats and dogs and \$25 for all other pets. The Pet House Programming Fund can also be accessed by residents of Pet House to purchase pet-friendly items for the house such as toys, pet furniture, and to fund Hall programs. Purchases may be made only at the discretion of the Office of Residence Life. Students interested in proposing the use of these funds should contact the Pet House Resident Advisor.

## **Registration Procedure**

All registration materials are included in this packet. Each student is required to submit the information listed below. All students will receive written notification that their pet has been approved to come to campus.

1. Completed Pet House Agreement and Pet Registration Form
2. Vaccination Records and certification of spay or neuter provided by Veterinarian
3. Verification that pet has tags (remember: pet must wear them at all times)
4. A clear, current photo of pet, one that is a front view and one that is a side view
5. Pet fee of \$50 per each cats and dogs and \$25 other pets (this fee will be assessed to your student bill for the Fall 2010 semester).

The Office of Residence Life also recommends that you have liability insurance covering any damages, incidents or accidents the pet may be involved in. While it is not required it is strongly recommended. In the event you have this coverage please send proof of coverage along with registration materials.

## Types and Number of Pets

One cat/dog or two small animals (gerbils, hamster, guinea pigs and birds) per residential room is permitted on campus in any academic year. No other pets are permitted.

## Room Occupancy

Pet House residents are privileged to receive this unique housing option. Space permitting, students who have lived in the Pet House for at least one year may be given the option to live with their pet in a double-as-a-single room. Students receiving this option are responsible for the increased room rate. Pet owners may choose to have a roommate. Pet House residents who are not living with a pet must live with a roommate. Due to limited space, preference will be given to Pet Owners who have lived in the Pet House the longest with a pet.

### **Rules of Conduct**

1. Regardless of the circumstances, the pet owner is ultimately responsible for the actions of the pet.
2. All dogs and cats must wear their identification tags and a current rabies vaccination tag.
3. All vet records must be on file with the Office of Residence Life and updated files sent in as necessary.
4. All pets must live with their owners.
5. All dogs and cats must be housebroken before arriving on campus.
6. **Pets are only allowed inside the Pet House – all other buildings on campus are prohibited.** All pets must be on a leash when outside the resident's room. Under no circumstances is any pet allowed to run unsupervised outside the room. Pets are not permitted in residence hall bathrooms.
7. Owners must clean up after their pets. There is a bag receptacle on the porch of the Pet House to deposit pet waste.
8. Residence Life staff members will conduct regular checks of rooms to make sure that the pet is not being neglected, harmed or living in filth. Failure to maintain upkeep of your pet and living situation may result in removal of pet from campus and fines for cleaning of the room.
9. Abandonment, neglect, or mistreatment of any pet by any member of W&J College will not be tolerated. Pet abuse will result in appropriate action being taken. These actions will be subject to the discretion of the Office of Residence Life and Student Conduct Office. .
10. No pet is allowed to become a nuisance to the members of the W&J College community. A nuisance will be considered as excessive noise, physical harm to humans or other animals, and destruction of property. If a pet becomes a nuisance the pet's owner may be subject to disciplinary action.
11. Owner negligence or mistreatment, or pet attack (fighting, biting, and physical attacks) on other animals or humans will not be tolerated. Disciplinary Action will be determined by the severity of the offense and the discretion of the Office of Residence Life. The Office of Residence Life may determine to refer the case to Student Conduct Office.
12. Smoking is not permitted in or within a 20 foot radius of all campus buildings. Smoking will not be permitted in the areas surrounding common entry to the Pet House. Smoking poses a risk to both pets and pet owners.

## **Removal of Pets from Campus**

If the Office of Residence Life is notified of any mistreatment or negligence, receives a complaint, or if conditions outlined in this manual are violated, pets may be removed from campus. If the College determines that a pet is to be removed from campus the pet owner's parents will be notified and the student has one week to remove the pet from campus. If after that one week the pet is still residing on campus, there will be a \$200 fine issued and another parental notification. Each additional day thereafter there will be a fine of \$100 dollars until the pet's removal.

## **Community Rules/Expected Behavior**

1. All residents of the Pet House are expected to follow rules laid out in the Pet House Policies. Failure to adhere to the rules and regulations may result in: warnings, fines, probation, or removal of pet from campus.
2. During the academic year the house members may decide on house rules. Agreed-upon rules will be submitted to the Office of Residence Life by the Pet House Resident Assistant for approval. Signatures from all house members should be attached to a copy of the house rules when they are submitted.

If at anytime you have questions or concerns please contact the Office of Residence Life at (724) 229-5120 or at [reslife@washjeff.edu](mailto:reslife@washjeff.edu).

Please return all materials to Office of Residence Life, attn. *Pet Registration*, 60 S. Lincoln St, Washington, PA 15301.

**WASHINGTON & JEFFERSON COLLEGE**  
**PET HOUSE MANUAL ACKNOWLEDGEMENT AND PET HOUSE AGREEMENT**

I have completely read and understand the Pet House Manual. I understand that having my pet on campus is a privilege and that violating any Pet House or College policies may result in the loss of my privilege to have a pet and/or to live in the Pet House.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**Washington & Jefferson College Pet Registration Form**

*This form must be completed & approved before any pet is allowed on campus.*

Name of Resident: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Name of Pet: \_\_\_\_\_ Age: \_\_\_\_\_ Weight (Exact): \_\_\_\_\_

Species: \_\_\_\_\_ Breed: \_\_\_\_\_ Sex: \_\_\_\_\_

**Veterinarian Information:**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Office Name & Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OFFICE USE ONLY**

Proof of one year ownership:	Yes	No	Proof of age:	Yes	No
Proof of neuter/spay:	Yes	No	Proof of Vaccinations:	Yes	No
Registration Fee Received:	Yes	No	Pictures of Pet Received:	Yes	No