



## Adrian College Policy on Service Animals

### ***Policy on Service Animals***

Adrian College is pleased to provide this policy to individuals using assistance animals.

While legal access rights are afforded to users of assistance animals, with that comes the responsibility of ensuring that the animal behaves and responds appropriately at all times in public and that the partner/handler, as a team, must adhere to the same socially accepted standards as any individual in the college community.\* This policy addresses those standards expected of both the individual and the animal. At Adrian College the individual, the animal, and the College have responsibilities to ensure the success of using a service animal.

### **Background:**

The Americans with Disabilities Act (ADA) definition of service animal is "...any...animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals who are hearing impaired to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items."

### **Definitions:**

*Animal in training ( trainee):* An animal in training has the same rights as a fully trained service animal when accompanied by a trainer and is identified as such.

*Partner/handler:* A person with a service animal. A person with a disability is called a partner; a person without a disability is called a handler.

*Pet:* A domestic animal kept for pleasure or companionship.

*Service Animal:* Any animal individually trained to do work or perform tasks for the benefit of a person with a disability.

*Team:* A person with a disability, or a handler, and his or her service animal. The two work as a team in accomplishing the tasks of everyday living.

### **Types of Service Dogs:**

*Guide dog:* A dog that is carefully trained that serves as a travel tool by individuals who are blind or have low vision.

*Hearing dog:* A dog that has been trained to alert a person with a significant hearing loss or who is deaf when a sound occurs (e.g. a knock on the door, a fire alarm, the phone ringing).

*Service dog (assistance dog):* A dog that has been trained to assist a person who has a mobility or health impairment. Types of duties the dog may perform include carrying, fetching, opening doors, ringing doorbells, activating elevator buttons, steadying a person while walking, assisting a person to get up after a fall, etc.

*Sig dog:* A dog trained to assist a person with autism. The dog alerts the partner to distracting repetitive movements common among those with autism, allowing the person to stop the movement, such as hand flapping. A person with autism may have deficits in sensory input and may need the same support services from a dog that one might provide for a person who is blind or deaf.

*Seizure response dog:* A dog trained to assist a person with a seizure disorder. The methods in which the dog serves the person depends on the individual's need. Some dogs have learned to predict a seizure and warn the person in advance.

### **Requirements of Service Animals and Partners/Handlers:**

*Licensing:* The animal must meet the City of Adrian's licensing requirements and wear the tags designated by the City, if the animal is residing on campus. If the animal accompanies a commuter student and resides in another locale, the animal must meet the licensing requirements of that locale and wear the tags designated by that community. Records of licensing are to be included with documentation of disability retained in the Office of Academic Services, Jones Hall.

*Vaccinations/health records:* The animal must have a health statement, including vaccinations from a licensed veterinarian dated within the past year. Evidence of current inoculations and proof of good health must be provided on an annual basis. Records of vaccination/health are to be included with documentation of disability retained in the Office of Academic Services, Jones Hall.

*Grooming:* The animal must be well groomed, and measures should be taken at all times for flea and odor control. Animals should be taken to a professional facility for bathing and grooming. College housing facilities and bathrooms cannot be used for animal bathing or grooming. Consideration of others must be taken into account when providing maintenance and hygiene of assistance animals.

*Physical control:* The animal must be on a leash at all times. It should never be permitted to wander around off leash except if the animal is working. The handler/partner must be in full control of the animal at all times and the animal must be as unobtrusive as possible.

*Toileting:* Toileting areas will be designated on an individual basis with the collaboration of the Office of Student Affairs, Caine Student Center and the College grounds personnel. The areas will be included in mobility training and orientation of students and animals that are new to the campus. It is the student's responsibility to be aware of the animal's need to relieve itself and act accordingly.

*Clean Up:* The City of Adrian ordinance in cleaning up after the animal must be followed. The ordinance requires the person to clean up feces and to properly dispose of the same using specifically marked waste receptacles when provided. Individuals who physically cannot clean up after the animal may be required to make arrangements for another to provide that service.

### **Public Etiquette by the Animal:**

The animal:

- Must not be allowed to sniff people, shelves, tables in eating areas, or personal belongings of others.
- Must not initiate contact with someone without the partner's direct permission.
- Must not display any behaviors or noises that are disruptive to others, such as barking, whining, or growling.
- Must avoid excessive personal grooming in public settings.
- Must not block an aisle or passageway.
- Must be trained not to be attracted to food that may be in common areas.

### **Public Etiquette by Students/Staff/Faculty/Administration on Campus:**

- Must allow a service animal to accompany the person at all times except where service animals are specifically forbidden.
- Ask the person if he/she would like assistance if the team seems confused about a direction to turn, an accessible entrance, the location of an elevator, etc.
- Never pet a service animal while it is working. Petting distracts service animals from their responsibilities.
- Never feed a working service animal. Do not offer any alcoholic beverages to a service animal.
- Never deliberately startle, tease or taunt a service animal.
- Never separate or attempt to separate an animal from the handler.

### **Residence Hall Responsibilities**

- Register the service animal with the Office of Residence Life by completing and signing the Animal registration form.
- The owner of the animal is financially responsible for the actions of the service animal including bodily injury or property damage including, but not limited to, any replacement of furniture, carpet, wall coverings etc. This could include extensive damage to floors and carpets from animal paws which are not kept clean. The owner is expected to cover any costs upon repair and/or cleaning. The owner could be asked to move out if damage is deemed excessive. Then any costs incurred for cleaning above and beyond a normal cleaning or repair are assessed after vacating the premises.
- The owner's room may be inspected for fleas, ticks, or other pests as needed. The room will be treated if fleas, ticks, or other pests are detected, and the owner will be billed for the inspection and for pest treatment.
- If there is a roommate, that individual must sign an agreement allowing the service animal to be in residence with them. In the event of disapproval, either the owner and animal or the non-approving roommate may be moved to a more suitable location.
- The owner agrees to all other residential policies. An exception to the animal policy does not constitute an exception to any other policy.
- Grievance procedures of residence hall policies are outlined in the Student Handbook.

### **Areas off Limits:**

There are certain instances when it may be considered unsafe for animals in such places as laboratories, mechanical rooms or any other place where the safety of the animal or its partner may be threatened. Each place will be considered as to its safety potential by the Office of Academic Services, the laboratory coordinator or professor, and the College Plant Director. When it is determined unsafe for the team to be in one of these areas, reasonable accommodations will be provided to assure the student equal access to the activity.

## **Conflicting Disabilities:**

*Academic settings:* People may have a disability that precipitates an allergic reaction to animals. Persons who have asthma, allergy, and/or medical issues with the service animal in the academic setting are to make a complaint to the Office of Academic Services, Jones Hall. The person making the complaint must provide verifiable medical documentation to support their claim. Action will be taken to consider the needs of both persons to resolve the problem as efficiently and effectively as possible.

*Residence Halls:* The guidelines for conflicting disabilities apply in the residence halls, as well. If there is an allergy/animal conflict within a residence hall that cannot be resolved mutually, then the Office of Student Affairs and Residence Life, Caine Student Center, will collaborate on a solution. It should be noted that if the first person that has been permitted into the residence hall uses a service animal and another person with severe allergies then arrives, the first person cannot be removed to accommodate the second person (Disability Compliance for Higher Education, July 1996. Vol. 1, No. 12, pp. 4 and 5).

## **When a Service Animal Can Be Asked to Leave:**

*Consequences for behavior:* When a service animal is determined to be out of control, the infraction will be treated on an individual basis through the Office of Student Affairs, Caine Student Center. If the animal poses a threat to the safety of others, the Department of Campus Safety will be part of the collaborative team to determine the outcome of the behavior. Consequences may include, but are not limited to: muzzling a barking dog, refresher training for the animal and its partner, or exclusion from College facilities.

*Exclusion for behavior:* A service animal may be excluded from the campus when that animal's behavior poses a direct threat to the health and safety of others. Should the animal be excluded due to being out of control, the College will give the individual who uses the service animal the option of continuing to attend the College without having the service animal on the premises.

## **Emergency Situations:**

In the event of an emergency, the Emergency Response Team that responds should be trained to recognize service animals and to be aware that the animal may be trying to communicate the need for assistance. The animal may become disoriented from the smell of smoke in a fire or a laboratory emergency, from sirens or wind noise, or from shaking and moving ground. The partner and/or animal may be confused in a stressful situation. The Team should be aware that the animal is trying to be protective and, in its confusion, is not to be considered harmful. The Team should make every effort to keep the animal with the partner.

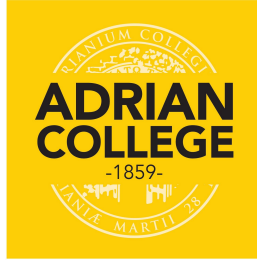
## **Visitors with Service Animals:**

All visitors to campus with service animals must adhere to the same guidelines as students attending the college.

## **Grievances:**

Any individual dissatisfied with a decision made concerning a service animal should follow the applicable Adrian College Grievance Process outlined in the Adrian College Disabilities Handbook.

\* Portions of this information are adapted and used with permission from the Service Animal Policies of the University of Wisconsin, Seton Hall University, and from The Policy Book, Guidance for Disability Services Providers, LRP Publications.



By my signature below, I verify that I have read, understand, and will abide by the guidelines outlined here and I agree to provide any additional information required to complete my Service Animal Housing Request.

\_\_\_\_\_  
Service Animal Owner Signature

\_\_\_\_\_  
Date

By my signature below, I agree to share my assigned residential space with the service animal approved by this agreement. Should I have any concerns, I will discuss these with the service animal's owner and then with my Residence Hall staff if the owner and I cannot come to an agreement.

\_\_\_\_\_  
Resident's Name

\_\_\_\_\_  
Date



## Service Animal Housing Request

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

Address: \_\_\_\_\_

I have a disability as defined by the fair housing laws. I use a service animal to assist me with the functional limitations related to my disability. My service animal also enhances my ability to live independently and to use and enjoy my residence hall room fully.

Type of service animal: \_\_\_\_\_

As an accommodation for my disability/disabilities, I request that you: [  ] waive your "no-pet" policy [  ] Other: \_\_\_\_\_ I have attached a letter from my treatment provider verifying that I have a disability and that I have a need for a service animal.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_