

Illinois College - Service Animal Policy

This document explains Illinois College's policy toward animals utilized to serve individuals with disabilities. It is the purpose of this policy to articulate the conditions under which animals are permitted access to College grounds and facilities. Questions should be referred to the Coordinator of Disability Resources.

Definitions

A. Service Animal

- a. *Under the Americans with Disabilities Act (ADA) a "service animal" is defined as "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. . . . The work or task performed by a service animal must be directly related to the individual's disability" (28 C.F.R. Part 35.104). Under limited circumstances, a miniature horse can be used in place of a trained dog. (28 C.F.R. 35.136(i)). Service animals are working animals and are not considered "pets." Pursuant to the ADA, dogs whose sole function is to provide comfort or emotional support do not qualify as service animals.*

B. Service Dog in Training

- a. *Specific laws in the State of Illinois state that a trainer of guide dogs or support dogs shall have the right to be accompanied by a dog that is being trained for the purpose. These laws are The Guide Dog Act, Public Act 93-0532, The White Cane Law and the Guide Dog Access Act, 720 ILCS 630.*

C. Pet

- a. *A domesticated animal kept in the home for pleasure and companionship, rather than for the purpose of assisting persons with disabilities. A pet is considered neither a service animal nor an emotional support animal. Pets are not, therefore, covered by these requirements and related policies. Residents are not permitted to keep pets, except fish, on college property.*

D. Individual with a Disability

- a. *An individual with a disability is a person who has a physical, sensory, psychiatric, intellectual, and/or other mental impairment that substantially limits one or more major life activities.*

E. Owner

- a. *The "Owner" is the individual who has requested the accommodation and has received approval to bring an Assistance Animal into Campus Housing.*

F. Disability Resources Office

- a. *The Disability Resources Office supports Illinois College students through collaboration with students, faculty, and staff to ensure that individuals with disabilities have equal access to all IC programs and activities.*

Procedures for Bringing a Service Animal to Campus

A. Service Animal

While not required, Illinois College strongly encourages students to notify Disability Resources prior to bringing their service animal onto campus. Providing prior notification allows the College to best assist the individual with a disability in making arrangements for the accommodation of the service animal. All students who plan to bring a service animal on campus must provide documentation that proves the service animal is in compliance with all required Illinois state and local requirements associated with licensing, vaccinations, and other health regulations.

If it is not readily apparent, the individual with a disability may be asked whether the animal is required because of a disability and what work or task the animal has been trained to perform.

Any roommates of the student bringing a service dog to campus must complete the Approved Animal Roommate Agreement Form before the student brings the service dog to campus.

B. Service Dog in Training

Any student requesting to bring a service dog in training onto IC's campus must provide documentation from the established service dog training facility/organization that the dog is a registered participant of the training program, has the required qualifications to be assigned to the puppy raiser/trainer, and that the student has fulfilled the requirements to be a registered puppy raiser/trainer with that organization/facility.

Students bringing a service dog in training to campus will be required to provide documentation from a licensed veterinarian that the service dog has completed and passed an annual physical examination and has been immunized against diseases common to that animal. The dog must wear the appropriate tags indicating compliance with all required immunizations.

Any roommates of the student requesting to bring a service dog in training must complete the Approved Animal Roommate Agreement Form before the student brings the service dog in training to campus.

The student training a service dog is expected to adhere to the responsibilities outlined and to follow the College established guidelines addressing the safety interests of the individual and the general community.

Policy

A. Service Animal

Illinois College welcomes the presence of trained service animals assisting individuals with disabilities on its campus and in areas open to the public, consistent with the provisions of this

policy and applicable law. A service animal is generally permitted to be on college property in any place where the animal's handler is permitted to be. There are, however, certain locations and activities at which no animal may be present for health and safety reasons. Such prohibited areas may include, but are not necessarily limited to the following:

- Research and teaching laboratories;
- Other research facilities where the animal may compromise the integrity of research;
- Food preparation areas;
- Mechanical rooms/custodial closets;
- Areas where protective clothing is necessary; and
- Areas where there is a danger to the service animal.

Exceptions to restricted areas may be granted on a case-by-case basis by Disability Resources in conjunction with the department/program chair responsible for the restricted area, as appropriate. Any questions about whether a certain area is a restricted area should be addressed to Disability Resources.

The ADA requires that all service animals be harnessed, leashed, or tethered. The only exception is when these devices interfere with the service animal's work or when the individual's disability prevents using these devices. In the case of such an exception, the animal's handler must maintain control of the animal through voice, signal, or other effective controls.

The College prohibits members of the college community and visitors from interfering in any way with a service animal or the duties it performs.

B. Service Dog in Training

Illinois College will allow the presence of service dogs in training on its campus and in areas open to the public, consistent with the provisions of this policy and applicable law. A service dog in training is generally permitted to be on college property in any place where the animal's handler is permitted to be. There are, however, certain locations and activities at which no animal may be present for health and safety reasons. Such prohibited areas may include, but are not necessarily limited to the following:

- Research and teaching laboratories;
- Other research facilities where the animal may compromise the integrity of research;
- Food preparation areas;
- Mechanical rooms/custodial closets;
- Areas where protective clothing is necessary; and
- Areas where there is a danger to the service animal.

Exceptions to restricted areas may be granted on a case-by-case basis by Disability Resources in conjunction with the department/program chair responsible for the restricted area, as appropriate. Any questions about whether a certain area is a restricted area should be addressed to Disability Resources.

The ADA requires that all service animals be harnessed, leashed, or tethered. The service dog in training must be on a leash at all times that the dog is outside the campus residence.

The student must carry identification at all times that designates them as the qualified puppy raiser/trainer.

The service dog in training must wear a vest identifying the animal as a service dog in training at all times that the animal is outside the residence hall room.

The College prohibits members of the college community and visitors from interfering in any way with a service animal or the duties it performs.

Responsibilities of the Student Owner/Handler of a Service Animal or Service Dog in Training

The Owner is solely responsible for the custody and care of the Service Animal and must meet the following requirements:

A. General Responsibilities

1. The Owner must abide by current city, county, and state ordinances, laws, and/or regulations pertaining to licensing, vaccination, and other requirements for animals. It is the Owner's responsibility to know and understand these ordinances, laws, and regulations. The College has the right to require documentation of compliance with such ordinances, laws, and/or regulations, which may include a vaccination certificate.
2. The Owner is required to clean up after and properly dispose of the animal's waste in a safe and sanitary manner and, when provided, must use animal relief areas designated by the College.
3. The Owner is required to ensure the animal is well cared for at all times. Any evidence of mistreatment or abuse may result in immediate removal of the Service Animal and/or discipline for the responsible individual.
4. An individual with a disability may be charged for any damage caused by the Service Animal beyond reasonable wear and tear to the same extent that it charges other individuals for damages beyond reasonable wear and tear. The Owner's living accommodations may also be inspected for fleas, ticks or other pests if necessary as part of the College's standard or routine inspections. If fleas, ticks or other pests are detected through inspection, the residence will be treated using approved fumigation methods by a College-approved pest control service. The Owner will be billed for the expense of any pest treatment above and beyond standard pest management in the residence halls. The College shall have the right to bill the Owner's account for unmet obligations under this provision.
5. The Owner must fully cooperate with Illinois College personnel with regard to meeting the terms of this Policy and developing procedures for care of the animal (e.g., cleaning

the animal, feeding/watering the animal, designating an outdoor relief area, disposing of feces, etc.).

6. The Owner agrees to abide by all equally applicable residential policies that are unrelated to the individual's disability such as assuring that the animal does not unduly interfere with the routine activities of the residence or cause difficulties for individuals who reside there.
7. The Owner is responsible for ensuring that the Service Animal is contained, as appropriate, when the Owner is not present.
8. Service Animals may not be left overnight in Campus Housing to be cared for by any individual other than the Owner. If the Owner is to be absent from his/her residence hall overnight or longer, the animal must be removed from campus.
9. The animal is allowed in Campus housing only as long as it is necessary because of the Owner's disability. The Owner must notify the Disability Resources Office in writing if the Service Animal is no longer needed or is no longer in residence.
10. College personnel shall not be required to provide care or food for any Service Animal including, but not limited to, removing the animal during emergency evacuation for events such as a fire alarm. Emergency personnel will determine whether to remove the animal and may not be held responsible for the care, damage to, or loss of the animal.
11. The individual must provide written consent for Disability Resources to disclose information regarding the request for and presence of the Service Animal to those individuals who may be impacted by the presence of the animal including, but not limited to, Residence Life personnel and potential and/or actual roommate(s)/neighbor(s). Such information shall be limited to information related to the animal and shall not include information related to the individual's disability.
12. Notwithstanding the restrictions set forth herein, the Service Animal must be properly housed and restrained or otherwise under the dominion and control of the Owner at all times. No owner shall permit the animal to go loose or run at large. If an animal is found running at large, the animal is subject to capture and confinement and immediate removal from College housing.
13. The Owner must identify, and provide contact information, for an Emergency Contact who does not reside in Campus housing and who will be responsible for taking charge of the Service Animal should the Owner be unable to care for the animal in the residence hall. This Emergency Contact must be prepared to remove the animal from the residence hall within 12 hours of notification.

B. Animal Behavior

1. All animals must have all required vaccinations necessary to maintain the animal's health and prevent contagious diseases. The College reserves the right to request updated verification at any time.
2. If state or local licenses are required for the animal, they must be obtained and kept current in compliance with the local jurisdiction requirements. The Office of Residential Life and the Coordinator of Disability Resources reserve the right to request proof of licensing at any time.
3. All animals residing on campus must be housed in acceptable conditions within the residential area (e.g., appropriately sized crate/carrier, ability to move freely through the residential area, etc.).
4. All animals must be treated humanely. If mistreatment is reported, The Coordinator of Disability Resources will review the report with the student. Any reports of mistreatment may be referred to the Associate Provost for Student Success for review of violation of College community standards and policies or the rules and responsibilities set forth herein.
5. Animals must be boarded should the student leave his/her residence for more than 24 hours. Emotional support animals are the sole responsibility of the owner and appropriate arrangements for the animal's care must be made off campus should the student be away from the residence for more time than meets the need of the animal.

C. Animal Cleanliness and Waste

1. The student is responsible for properly containing and disposing of all animal waste as follows:
 - a. Outdoor animal waste, such as dog feces, must be immediately retrieved by the student, placed in a plastic bag and securely tied before being disposed of in outdoor trash receptacles. For visually impaired students, a designated area for service and emotional support animal waste will be agreed upon in advance.
 - b. In the event that the student does not get the animal to their designated relief area and the animal has an "accident," it is the student's responsibility to remove and properly dispose of any waste. Indoor "accidents" are expected to be cleaned with appropriate disinfectant cleaning supplies.
2. The student must ensure that the animal's cleanliness is maintained. This includes taking care of any excess fur, odor, and taking reasonable precautions to avoid flea, tick, or pest infestations. The student has an obligation to make sure that the residential area is as clean as those without an animal. Regular and routine cleaning of floors, kennels,

and cages must occur. The odor of an animal emanating from the residence is not acceptable.

3. Animals may not be bathed in the shower rooms, bathtubs, water fountains, or sinks of campus housing. Students should locate local community areas to bathe the service or emotional support animal.
4. Students should work with the Coordinator of Disability Resources to identify the most appropriate locations to launder animal bedding using campus washing and drying facilities.

Violation of Rules and Responsibilities

Any violation of these rules and responsibilities will be reviewed by the Coordinator of Disability Resources and other appropriate personnel on campus. Any students in violation of these rules and responsibilities may face disciplinary action and may, depending on the totality of the circumstances, be required to remove the animal and/or pay for destruction of property.

A decision to require removal of a service or emotional support animal and/or payment for destruction of property will be made initially by the Coordinator of Disability Resources working in conjunction with the Office of Residential Life. If a student disagrees with the decision, the student will be permitted an appeal of that decision to the Provost and Dean of the College. The Provost and Dean of the College will review all pertinent information and may decide to affirm the decision, overturn the decision, or impose conditions upon the continued presence of the service or emotional support animal and/or payment to the College for destruction of property. The decision of the Provost and Dean of the College will be final.

Notwithstanding the foregoing, Illinois College has the right to immediately address any situation that is potentially harmful to the health and safety of others, including, but not limited to, requiring the immediate removal of a service or emotional support animal, or entry into the student's private residential area.

Removal of Animal

In addition to the reasons set forth above, Illinois College may ask the student to remove an animal from the premises if:

- the animal is not housebroken;
- the animal is out of control and the student does not take effective steps to control it;
- the animal causes substantial property damage to the property of others;
- the animal's presence results in a fundamental alteration of the College program; or

- the animal poses a direct threat to the health and safety of others, such as if the animal bites another person without provocation or demonstrates unprovoked aggressive behavior toward another person or animal (even if there is only a single occurrence of such behavior).

The College will base such determinations upon the consideration of the behavior of the particular animal at issue, and not on speculation or fear about the harm or damages an animal may cause. Any removal of the animal will be done in consultation with Disability Resources and Residential Life.

Should the service or emotional support animal require removal from the premises for any reason, the student is expected to fulfill his/her housing obligations for the remainder of the housing agreement.

If an animal is banned from campus, the student with a disability will have the right to engage in a deliberative process to determine if effective participation can occur with other appropriate accommodations.

Appeals

A decision to require removal of a service animal or service dog in training and/or payment for destruction of property will be made initially by the Coordinator of Disability Resources working in conjunction with the Office of Residential Life. If a student disagrees with the decision, the student will be permitted an appeal of that decision to the Associate Provost of Student Success. The Associate Provost of Student Success will review all pertinent information and may decide to affirm the decision, overturn the decision, or impose conditions upon the continued presence of the service or service dog in training and/or payment to the College for destruction of property. The decision of the Associate Provost of Student Success will be final. If the service animal or service dog in training is excluded from Campus Housing, the animal must remain off campus during any appeals process.

Emergency Response

Should an emergency situation occur which requires evacuation or other action from the student, College personnel will attempt to keep the animal and the student together. However, the College's primary efforts will be toward ensuring the physical safety of the student and all other students, which may necessitate leaving the animal behind in certain emergency situations.

In the event that the student owner/handler requires transportation by emergency personnel, every effort will be made to keep the animal with the student. When it is not possible to keep the animal with the student owner/handler, the College may contact the emergency contact on file

and/or a local animal welfare agency for temporary boarding until the student owner/handler is able to return to campus or retrieve the animal. In this event, the student will be responsible for boarding costs.

College personnel will not be required to provide care or food for any animal including, but not limited to, removing the animal during an emergency. In such an event, College personnel will determine whether to remove the animal and may not be held responsible for the care, damage to, or loss of the animal.

The Owner must identify, and provide contact information, for an Emergency Contact who does not reside in Campus housing and who will be responsible for taking charge of the Service Animal should the Owner be unable to care for the animal in the residence hall. This Emergency Contact must be prepared to remove the animal from the residence hall within 12 hours of notification. If the Emergency contact cannot/will not pick up the Service Animal, the Service Animal will be removed to a local boarding facility and boarded at the Owner's expense.

(Name: _____ Contact Telephone # _____)

Acknowledgement and Release of Information Consent

With my signature below, I verify that I have read and understand the above, and I agree to abide by the requirements applicable to service and emotional support animals. I understand that if I fail to meet the requirements set forth in the agreement, Illinois College has the right to require removal of the animal, and I will nonetheless be required to fulfill my housing, academic, and all other obligations for the remainder of the term.

I give permission for the Coordinator of Disability Resources to disclose to others impacted by the presence of my animal, including the Office of Residential Life staff and potential and/or actual roommate(s) and neighbor(s), that I will be living with an animal as an accommodation. I understand that this information will be shared with the intent of preparing for the presence of the animal and/or resolving any potential issues associated with the presence of the animal. I will hold Illinois College harmless from any liability for disclosing such information.

I further recognize that the presence of the animal may be noticed by others visiting or residing in campus housing and agree that the Office of Residential Life or Disability Resources staff may acknowledge the presence of the animal and explain that under certain circumstances animals are permitted on campus for persons with disabilities.

(form to be signed by students as contract in Google Form format)