



SERVICE AND THERAPY ANIMAL POLICY GUIDELINES AND RESTRICTIONS

In general animals are not allowed in any buildings on campus. However, Indian Hills Community College is committed to ensuring that all its students have equal access to educational programs and facilities.

SERVICE ANIMALS

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. Miniature horses may be considered service animals in some cases. Other species of animals, whether wild or domestic, trained or untrained, are not service animals. The work or tasks performed by a service animal must be directly related to the handler's disability.

The student with a disability who requires a service animal in the residence halls or other campus buildings is responsible for formally registering the Service Animal with Disability Services prior to bringing the animal to campus. The student should complete a Service Animal Registration form which will be kept on file in Disability Services.

Please note that registrations for Service Animals do not require documentation of disability. However, there are questions on the Service Animal Registration form which need to be completed.

Upon receipt of the registration form, the student will be contacted to meet Disability Services and Director of Housing to review the owner's responsibilities and guidelines for having a Service Animal in the residence halls and on campus. After this meeting has taken place, Department of Housing staff will be notified as appropriate. The student's roommate(s) will be notified (if applicable) and an acknowledgement of their acceptance will be requested. Department of Housing staff will notify residents of the dormitory where the approved animal will be residing. Campus Safety will also be notified.

Students are responsible for informing their faculty that they will be bringing a Service Animal to class prior to the first day of this taking place.

Service animals are generally allowed on campus anywhere it is safe for them to be. After consultation with the student, the College may determine if there are any parameters necessary regarding where a service animal is allowed on campus. Consideration will be given to other persons with disabilities, safety, and other factors.

Students, faculty and staff with medical conditions that are affected by animals are asked to contact Disability Services if they have a health or safety concern about exposure to an animal. The College will make arrangements to accommodate individuals with such medical conditions or safety concerns.

Therapy Animal

A Therapy Animal is defined as an animal that is necessary for the individual to have an equal opportunity to use and enjoy a dwelling. There must be a relationship, or nexus, between the individual's disability and the assistance the animal provides.

Therapy animals are prescribed to an individual with a disability by a healthcare or mental health professional. Therapy animals are an integral part of a person's treatment process to assist in alleviating the symptoms of an individual's disability.

Therapy Animals are not Service Animals and do not accompany an individual at all times. Therefore, Therapy Animals are only permitted in the individual's assigned residential room and outdoor spaces, if appropriate, under the proper handling. These animals are not permitted in other campus buildings. When the animal is transported outside the private residence area it must be in an animal carrier, on a leash or harness, and controlled at all times.

To place a request for a Therapy Animal a student must do the following:

- Register with Disability Services which includes submitting a completed IHCC Disability Services *Request for Services* form and providing documentation of the disability and need for a Therapy Animal.

Documentation guidelines are listed on the IHCC Disability Services Request for Services form.

Generally documentation for an individual who is requesting a Therapy animal should be dated within the last six months and include:

- Signed, verification of a disability from a physician, or mental health professional.
- Information on how the animal serves as an accommodation and how it relates to the ability of the student to use and enjoy the living arrangements provided through College housing.

Should approval be granted, the student will meet with the Department of Housing and Disability Services staff to review the owner's responsibilities and guidelines for having a Therapy Animal on campus. The student will also need to complete a Service & Therapy Animal Approval Form which will be kept on file in Disability Services, the Department of Housing, and Campus Safety.

A Therapy Animal should not be brought to campus until approval has been granted and the meeting with the Department of Housing and Disability Services has taken place.

Please note that the student must take these steps each academic year that they wish to have a Therapy Animal on campus.

Upon approval of a Therapy Animal, Department of Housing staff will be notified as appropriate. The student's roommate(s) will be notified (if applicable) and an acknowledgement of their acceptance will be requested. Department of Housing staff will notify residents of the house where the approved animal will be residing.

Students with medical conditions that are affected by animals are asked to contact the Disability Services office if they have a health or safety concern about exposure to an animal. The College will make arrangements to accommodate individuals with such medical conditions.

REMOVAL OF APPROVED ANIMAL:

The College has the right to remove an animal if:

- It poses a direct threat to the health or safety of the owner or others.
- The owner does not comply with the owner's responsibilities outlined in the guidelines for having a Service Animal or Therapy Animal on campus.
- The animal causes uncontrollable disturbances.

PROTOCOL FOR MEMBERS OF THE COLLEGE COMMUNITY WHICH INCLUDE FACULTY, STAFF, and STUDENTS REGARDING SERVICE ANIMAL and THERAPY ANIMALS:

- They are to allow Service Animals to accompany its owner at all times and in all places on campus, unless predetermined exclusions have been made by the College.
- They are not to ask for details about the owner's disability, or need for the Service Animal or Therapy Animal. This is confidential and considered a private matter.
- A Service Animal or Therapy Animal is not to be touched or pet unless the owner has given their permission.
- A Service Animal or Therapy Animal is not to be fed by anyone other than its owner.
- A Service Animal or Therapy Animal is not to be left unattended overnight.
- The animal is not to be deliberately frightened, startled or intentionally separated from its owner.
- Therapy Animals are only permitted in the individual's assigned residential room and outdoor spaces, if appropriate, under the proper handling. These animals are not permitted in other campus buildings.

Disability Services
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