

<b>Policy Number</b>	609.001
<b>Policy Title</b>	SERVICE ANIMALS
<b>Responsible Officer</b>	Academic Success Center Director
<b>Responsible Office</b>	Academic Success Center
<b>Summary</b>	<b><i>No animals, with the exception of approved service animals, are allowed on campus or in campus buildings at any time.</i></b>  (Source: CIU 2019-20 Student Handbook)
<b>Definitions</b>	Service animals: Dogs that are individually trained to do work or perform tasks for people with disabilities. (Source: Americans with Disabilities Act at <a href="https://adata.org/factsheet/service-animals">https://adata.org/factsheet/service-animals</a> )  Service animals-in-training: Not defined as service animals by the ADA
<b>Approving Body</b>	Academic Council, Admin Council
<b>Approval Date</b>	Approved by Student Life 02.17.2016; 06.05.2018 Aca C (07.13.2018); Admin C (08.17.2018) Aca C (07.12.2020); Admin C (06.19.2020)
<b>Last Revision</b>	06.16.2020
<b>Re-evaluation Date</b>	06.2022
<b>Departmental Impact</b>	All departments

*Failure to follow the following policy may result in disciplinary action, including termination of employment.*

### Policy Statement

CIU permits approved service animals (meeting the ADA definition above) on campus. The task(s) performed by the dog must be directly related to the person's disability.

Examples of work or tasks include, but are not limited to:

- Assisting individuals who are blind or have low vision with navigation and other tasks.
- Alerting individuals who are deaf or hard of hearing to the presence of people or sounds.
- Providing non-violent protection or rescue work.
- Pulling a wheelchair.
- Assisting an individual during a seizure.
- Alerting individuals to the presence of allergens.
- Retrieving items such as medicine or the telephone.
- Providing physical support and assistance with balance and stability to individuals with mobility disabilities.
- Helping individuals with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors (<https://adata.org/factsheet/service-animals>).

### Rationale

CIU recognizes the importance of service animals to certain students, visitors, and employees with disabilities and has established a policy whereby they are allowed on campus.

### Policy Procedures

- I. **Notification:** Individuals planning to bring a service animal to CIU buildings and events are requested to follow the steps outlined below:
  - A. Non-resident students and visitors are requested to inform the Academic Success Center (ASC) and/or Security of their intent to bring their service animal on campus.
  - B. Residents of Hatten Road or Pine View Apartments (PV) seeking to keep a service animal in CIU housing are requested to inform PV management as soon as their application for housing has been approved.
    1. PV management will notify the ASC, Security, and Physical Plant of the presence of a service animal.

- C. Resident students seeking to keep a service animal in CIU housing are requested to inform the Academic Success Center (ASC) as soon as they have been accepted to CIU.
  - 1. The ASC and Residence Life (Res Life) will arrange housing for the owner with the service animal.
  - 2. Security and Physical Plant will be notified.
- D. Res Life or PV management will notify the individual's roommates, suitemates, and/or hall mates (if applicable) that the animal will be residing in shared assigned living spaces.
- E. If there are individuals with accommodations for allergies or other disabilities that may be affected by the presence of an animal, either the service animal and its owner or the other parties, as determined by Residence Life or PV management, may be moved to a different location.
  - 1. CIU will attempt to resolve any conflict in a timely manner. Conflicting needs and/or accommodations of all persons involved will be considered on a case-by-case basis.
- F. CIU employees who require the use of a service animal in the workplace should make a request for an accommodation. For more information and to make a request for a workplace accommodation, please refer to our policy on "Accommodation for Disabilities" in the *Employee Handbook* or contact the Human Resources department.
- G. The responsible administrator will inform faculty, staff, and other departments of the presence of a service animal on campus as appropriate. This applies to all service animals on campus.

II. **Responsibilities of CIU Community:** Members of the CIU community are required to abide by the following practices:

- A. They are to allow a service animal to accompany its owner at all times and in all places on campus, except where animals are specifically prohibited.
- B. They are not to touch or pet a service animal unless invited to do so.
- C. They are not to feed a service animal.
- D. They are not to startle a service animal deliberately.
- E. They are not to separate or to attempt to separate an owner from a service animal.
- F. They are not to inquire for details about the owner's disabilities. The nature of a person's disability is a private matter protected by FERPA.

III. **Owner's Responsibilities for Service Animals in University Housing**

- A. The owner is responsible for assuring that the service animal does not unduly interfere with the routine activities of the housing area or cause difficulties for individuals who reside there.
- B. The owner is financially responsible for the actions of the service animal including bodily injury or property damage. The owner's responsibility covers but is not limited to replacement of furniture, carpet, window, wall covering, and the like. The owner is expected to cover these costs at the time of repair and/or at the time of move-out.
- C. The owner is responsible for any expenses incurred for cleaning beyond a standard cleaning or for repairs to CIU premises that are assessed after the owner and/or the service animal vacate the residence. CIU shall have the right to bill the individual account of the owner for unmet obligations.
- D. The owner is encouraged to notify both the ASC and Residence Life or PV management if the service animal is no longer needed or is no longer in residence.
- E. The owner's residence may be inspected for pests as needed. Residence Life or PV management will schedule the inspection. If pests are detected, the residence will be treated using methods by a CIU-approved pest control service. The owner will be billed for the expense of any pest treatment beyond standard pest management in university housing.
- F. Service animals may not be left overnight in university housing to be cared for by any individual other than the owner. If the owner is to be absent overnight or longer, the animal must accompany the owner. The owner is responsible for ensuring that the service animal is contained in the individual's privately assigned residential area when the owner is not present during the day.
- G. An exception to one residential policy does not automatically grant an exception to any other CIU policies (residential or otherwise).
- H. Any violation of the above rules will be reviewed by the Residence Life director or PV management and may result in the removal of the service animal from CIU. If the violation is not resolved, residence hall students may be referred to the Student Review Committee through Student Life and other university housing residents may be evicted for violation of their lease agreement.

- I. Should the service animal be removed from the premises for any reason, owners are expected to fulfill their housing obligations.
- J. The owner is responsible to comply with animal health and well-being requirements described in this policy.

#### **IV. Guidelines for Maintaining Service Animals at CIU**

The following guidelines apply to all service animals and their owners, unless the nature of the documented disability of the owner precludes adherence to these guidelines and permission for a variance from the guidelines has been granted.

##### **A. Care and Supervision**

Care and supervision of the animal are the responsibility of the individual who benefits from the service animal's use. The person is required to maintain control of the animal at all times. The service animal must be housebroken and the owner is responsible for ensuring the cleanup of the animal's waste and, when appropriate, must toilet the animal in areas designated by CIU consistent with the reasonable capacity of the owner. Any animal waste must be immediately retrieved by the owner, placed in a plastic bag, and securely tied before disposal in outside trash containers.

##### **B. Animal Health and Well-being**

The owner must abide by current city, county, and state ordinances, laws, and/or regulations pertaining to licensing, vaccination, and other requirements for animals.

1. Health: The service animal must be maintained in good health and hold all appropriate licenses and health certifications.
2. Verification: CIU may request updated verification of the service animal's health and licensing at any time during the service animal's residency.
3. Control: The owner must be in full control of the service animal at all times. The service animal must remain in the owner's residence at all times and be on a leash, harness, or other tether, or in an appropriate container when being transported to and from the residence.
4. Other conditions: The ASC, Residence Life, or PV management may place other reasonable conditions or restrictions on an animal depending on the nature and characteristics of the animal.
5. Areas off-limits to service animals: CIU may prohibit the use of service animals in certain locations because of legitimate health and safety restrictions.

##### **C. Removal of Service Animal**

"The ADA does not require covered entities to modify policies, practices, or procedures if it would 'fundamentally alter' the nature of the goods, services, programs, or activities provided to the public. Nor does it overrule legitimate safety requirements. If admitting service animals would fundamentally alter the nature of a service or program, service animals may be prohibited. In addition, if a particular service animal is out of control and the handler does not take effective action to control it, or if it is not housebroken, that animal may be excluded" ([https://www.ada.gov/regs2010/service\\_animal\\_qa.html](https://www.ada.gov/regs2010/service_animal_qa.html), retrieved 5/22/20).

1. Behavior: should an animal cause disruption in university housing, this may also be cause for removal.
2. Removal of animal: if removal of the animal becomes necessary, CIU will allow 24 hours for the owner to take action, or CIU will intervene. In the case of imminent danger to someone, removal will take place immediately.

##### **D. Damage**

Owners of service animals are solely responsible for any damage to persons or CIU property caused by their animals.

##### **E. Emergency contact**

Owners must provide emergency contact information. This person must not be a resident in CIU-owned housing and must be able to pick up the service animal immediately in the case of an emergency involving the owner.

##### **F. Cages**

When the owner is unable to be present in the room with their service animal (class, employment, etc.), the service animal must be secured in an appropriate pen or portable cage.

**By my signature below, I verify that I have read and understand this policy on service animals in University Housing.**

**Emergency Contact (must not be a CIU campus resident). Required.**

---

*Signature*                                      *Print Name*                                      *Phone #*                                      *Date*

**Service Animal Owner:**

---

*Signature*                                      *Print Name*                                      *Date*

**Academic Success Center Director:**

---

*Signature*                                      *Print Name*                                      *Date*

**Residence Life Director:**

---

*Signature*                                      *Print Name*                                      *Date*

**OR**

**Pine View Properties Manager:**

---

*Signature*                                      *Print Name*                                      *Date*

**Hyperlinks:** [www.ciu.edu/policy](http://www.ciu.edu/policy)