

## SERVICE ANIMALS: POLICY & PROCEDURES

Columbus College of Art & Design (CCAD) and the Learning Support Office (LS) provide reasonable accommodations to individuals with disabilities and complies with all laws related to the Americans with Disabilities Act (ADA) and Service Animals.

### A. DEFINITIONS

#### I. OWNER

Owner is a CCAD student owns and is responsible for the Service Animal that provides them with a trained task related to the owner's disability(ies).

#### II. ANIMAL TYPES RECOGNIZED BY CCAD

CCAD recognizes different animal types on campus. Animals that provide owners with support and assistance are recognized as either a **Service Animal (SA)** or as an **Emotional Support Animal (ESA)**, both defined below. These two types of animals are not pets. For more information about pets at CCAD, please refer to the Animal Policy in the Student Handbook on MyCCAD.

##### a. SERVICE ANIMAL

The Americans with Disabilities Act (ADA) and the Department of Justice define an SA as a dog that is individually trained to do work or perform tasks for people with disabilities. The work or task(s) the dog has been trained to provide must be related directly to the person's disability. Examples of such work/tasks include guiding a person who is blind, pulling a wheelchair, or alerting a person who is diabetic about blood sugar levels. An SA is not the same as an ESA (see above). An SA is a working animal, not a pet. Other animal species, whether wild or domestic, trained or untrained, are not an SA. An owner with an SA is permitted to be accompanied by their SA in all areas of CCAD where members of the general public, program participants, clients, customers, patrons, or invitees are allowed to go or as the activity pertains to curriculum or employment responsibilities. Owners residing in CCAD housing must register their SA with the Learning Support Office.

##### b. EMOTIONAL SUPPORT ANIMAL

Under the Fair Housing Act (FHA), an ESA is a companion animal that provides therapeutic benefit to an individual with a disability. Because an ESA is not individually trained to perform a specific job or task, an ESA is not an SA and is therefore only permitted in the owner's on-campus residence. An owner may only request/reside with one ESA. **No ESA may be kept in CCAD student housing at any time prior to the owner receiving approval from the Learning Support Office.**

### B. SERVICE ANIMALS ON CAMPUS: POLICY, PROCEDURES, & COMMUNITY EXPECTATIONS

#### I. VOLUNTARY REGISTRATION PROCEDURE FOR OWNERS WHO DO NOT RESIDE IN CCAD HOUSING

Owners with an SA are permitted to be in all areas of CCAD where members of the general public are allowed to go, as outlined above. Some exceptions may apply in places where the presence of the SA compromises a sterile environment or presents a potential safety hazard. The Learning Support Office offers a voluntary registration process to owners with an SA who do not reside in CCAD housing. Voluntarily registering an SA with the Learning Support Office assures owners appropriate support if any issues result from the SA's interactions on campus. Registering also permits the notification about the presence of the SA to appropriate campus units when considering appropriate actions during campus emergencies. Lastly, registration also provides an opportunity for the owner to understand the expectations and responsibilities of having an SA on campus. Lack of registration does not waive the owner from responsibility and accountability for the SA and its interactions while on campus, including non-compliance with the SA General Campus Policy. To voluntarily register an SA, please contact the Learning Support Office at [learningsupport@ccad.edu](mailto:learningsupport@ccad.edu).

## II. REQUIRED REGISTRATION PROCEDURE FOR OWNER AND SA RESIDING IN CCAD HOUSING

Owners who plan to reside in CCAD housing with an SA must provide the Learning Support Office and the Residence Life Office with sufficient notice of the intent to do so for the purposes of both Offices to be able to make appropriate arrangements regarding placement, roommates, and other relevant campus units. To register an SA with the Learning Support Office, submit a statement of intent to [learningsupport@ccad.edu](mailto:learningsupport@ccad.edu) and review the policy outlined in this document.

If the necessity for the SA is otherwise not apparent (i.e., SA guides an individual who is hearing or visually impaired), statements of intent must include responses to the following two questions:

- a. Is the dog a service animal required because of a disability?
- b. If so, what specific work or task has the dog been individually trained to perform?

Within 5 business days of receiving an owner's statement of intent, the Learning Support Office will confirm the owner/SA's registration to reside in CCAD housing. Before moving into the residence with the SA, the owner will be required to meet with a staff member in the Learning Support Office to review the requirements and community expectations, as outlined in this policy.

## III. EXCLUSIONS

Owners can be asked to remove their SA from campus if:

- a. The SA fundamentally alters the nature of the goods, services, programs, or activities provided;
- b. The SA poses a safety risk to the goods, services, programs, or activities provided;
- c. The SA is out of control and the owner does not take effective action to control it (example: continuous barking in a class); and/or,
- d. The SA is not housebroken

When there is a legitimate reason to ask that an SA be removed, the owner will be given the opportunity to return to the classroom or activity without the SA's presence.

## C. GENERAL SA POLICY & COMMUNITY EXPECTATIONS:

These community expectations apply to any owner with an SA in/on CCAD property.

1. An SA must be harnessed, leashed, or tethered, unless these devices interfere with the SA's work or the owner's disability prevents using these devices. In that case, the owner must maintain control of the animal through voice, signal, or other effective controls, as an owner must effectively control the SA at all times. The SA cannot pose a direct threat to the health or safety of others. If the owner cannot effectively control the animal or if it poses a direct threat to the health or safety of others, the permission to keep the SA on campus will be rescinded until such time that the problem is rectified. It may be necessary to ask that an SA be removed from the premises if the dog is out of control, aggressive to others, or significantly disruptive and an owner does not take proper action to control the animal, or if the dog is not housebroken. If it is necessary to ask that the SA be removed, every effort will be made to assure that the owner still has access to the programs or services of the institution without the SA.
2. The SA must be clean and in good health and must wear a rabies tag. Owners must abide by current city ordinances/laws pertaining to licensing and vaccination requirements for their SA. It is the responsibility of the owner to know about these ordinances and laws. CCAD may request proof that the SA has all necessary vaccinations as required by local/state laws and is in overall good health.
3. The SA must be housebroken. Owners are responsible for properly containing and disposing of all animal waste. An SA must relieve bio-waste outside in grass areas on campus and owners must comply with campus signage related to appropriate locations for animal bio-waste relief. Waste must be immediately retrieved from the grass by the owner, placed in a plastic bag and securely tied before being disposed of in a trash dumpster outside campus buildings. Owners who are unable to properly dispose of their animal's waste must work with the Learning Support Office to develop an alternative accommodation to this requirement.

4. It is the responsibility of the owner to care for and feed their SA. CCAD is not obligated or required to provide care or food for an SA at any time. The owner is fully responsible for the daily care of the SA; roommates and/or other campus community members must never be asked to care for the animal for any reason. It is recommended that the owner provide the Residence Life Office with the name and contact information for someone who does not reside in CCAD housing and who can take responsibility for the animal within 12 hours should the owner be unable or unavailable to care for it, or becomes incapacitated during a campus emergency.
5. The SA must not be left alone anywhere on campus. No animal can be left alone in a vehicle. If animal neglect is suspected, CCAD will contact the owner and the Capital Area Humane Society. The entire responsibility of the SA must be taken on by the owner.
6. It is recommended that an SA have a tag that identifies the owner and contact info in case of emergency.
7. The owner is responsible for instructing others on appropriate interactions with the SA and setting clear expectations.
8. The owner is liable and financially responsible for the SA and its actions, including bodily injury, property damage, replacement of furniture, carpet, blinds, etc. If the SA causes physical damage to CCAD property the owner must call Facilities directly at 614.222.3246.

#### **D. SA HOUSING STANDARDS & EXPECTATIONS AGREEMENT**

If the owner with an SA resides in CCAD housing, the owner must comply with the General SA Policy & Community Expectations, outlined above, as well as the following:

1. If the SA causes physical damage to the owner's CCAD housing accommodation, the owner must contact the Residence Life Office directly in order to arrange a time when they will be present for an assessment of the damage. The owner is liable and financially responsible for the actions of the SA in CCAD housing, including bodily injury, property damage, replacement of furniture, carpet, blinds, etc. The owner is expected to cover all costs of returning the unit to the same condition of move-in. This may include cleaning all carpets and furniture to remove odors, dander, hair, etc.
2. Routine maintenance of the SA is expected and may include flea and tick prevention, de-worming, annual examinations, and vaccinations, as recommended for that species by the American Veterinary Medical Association. The Residence Life Office will inspect the residential unit on a routine basis. If fleas, ticks, or other pests are detected through inspection, the unit will be treated using fumigation methods and approved pest control services. Applicable costs will be put on the owners' student account. CCAD has the right to request updated veterinary verification at any time during the SA's residency. If the owner detects fleas, ticks, or other pests in their housing accommodations, they must alert the Residence Life Office immediately. At no time can an owner self-treat a pest infestation. Professional services are required for this type of treatment.
3. The SA's cage/crate/bedding must NOT be cleaned in CCAD laundry or bathroom facilities. Please use off-campus resources, such as laundromats, for this purpose.
4. It is recommended that owners with an SA notify their roommate(s) about the SA. Roommates may request a room change if they have a desire or need to do so (i.e., allergies).
5. The owner is responsible for assuring that the animal does not interfere with the routine of the residence or cause difficulties for students who reside in the building.
6. The Residence Life Office conducts at least one fire drill each semester, possibly more depending on successful outcomes of tests. Owners with an SA are responsible for the SA at all times, including during times of fire drills, fire alarms, or other campus emergencies. CCAD and the Residence Life Office's priority is the safety of its student residents. Residence Life Office staff will attempt to alert owners with an SA 1-2 days in advance of a drill, however, that isn't guaranteed. Building alarms are a routine occurrence for other non-drill situations and CCAD and its staff will not be responsible for ensuring that an SA is safe and removed from the building. Jurisdiction of the alarm or emergency is transferred to emergency responders upon arrival. 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. Owners may never, under any circumstances, ask roommates or other campus community members to retrieve or rescue their SA at any time, especially during times of an emergency.

## E. SERVICE ANIMAL HOUSING AGREEMENT

Does NOT apply to owners with an SA who do NOT live in CCAD housing.

I have read and agree to all of the terms of the GENERAL SA POLICY & EXPECTATIONS and the SA HOUSING STANDARDS & EXPECTATIONS AGREEMENT. I understand that if I have questions, concerns, or need assistance that I will contact the Learning Support Office. I understand that any violation of this agreement may result in financial responsibilities, removal of the SA from campus, and/or student conduct violations and sanctions. I also understand that the presence of the SA may be noticed by others visiting or residing in CCAD housing.

Please complete the below fields prior to meeting with the Learning Support Office to review the SA HOUSING STANDARDS & EXPECTATIONS AGREEMENT. The owner must complete this form. If the owner is under the age of 18 then the parent/guardian will also sign the agreement.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 CCAD ID #: \_\_\_\_\_ Contact Phone: \_\_\_\_\_  
 SA Name: \_\_\_\_\_ SA Breed: \_\_\_\_\_  
 Veterinarian name: \_\_\_\_\_ Veterinarian phone: \_\_\_\_\_

Name of Emergency Contact for Animal Care: \_\_\_\_\_

Emergency Contact Cell Phone or Other Contact Information: \_\_\_\_\_

\_\_\_\_\_  
 Student Signature (owner)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Parent/Guardian Signature (for students under 18)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Kasey Daniel, Director of Advising & Learning Support

\_\_\_\_\_  
 Date

\*A copy of the signed agreement will be shared with the Residence Life Office if owner resides in CCAD housing

Conditions/Notes: