

Assistance and Service Animal Policy
Disability Resources
Academic Advising Office
Grinnell College, Grinnell, Iowa
Phone: 641-269-3124; FAX 641-269-3710

Grinnell College is committed to supporting the needs of individuals with disabilities who may require a Service Animal, Service Animal in training, or Assistance Animal in order to have full and equitable access to the Grinnell College campus environment and experience. Service and Assistance Animals can play an important role in facilitating the independence of an individual or mitigating functional impacts of certain types of disabilities. Because Grinnell College values the safety, health, and well-being of students, faculty, staff, visitors, and the Service or Assistance Animal, the guidelines below will be considered when considering a Service or Assistance Animal access to areas of campus where animals that serve as pets only would not typically be permitted.

- I. Process for Registering a Service Animal or Requesting an Assistance Animal
 - a. A student with a disability who has a Service Animal should register the animal with Disability Resources (part of Academic Advising) should contact Autumn Wilke, coordinator, at wilkeaut@grinnell.edu or 641-269-3124 as soon as the need for a service animal is identified. In order to ensure consideration for priority placement in the Residence Halls that will fully accommodate the service animal, new students must contact the Coordinator by June 15th (during the summer prior to arrival on campus). Returning students must contact the Coordinator by March 1st for full consideration for placement for the upcoming year.
 - i. Students with a Service Animal should complete the attached registration form.
 - b. A student with a disability who is interested in requesting an Assistance Animal should make an appointment to speak with the Coordinator of Disability Resources as soon as the need is identified and before the animal is brought to campus. The student should bring the necessary documentation from a qualified health professional to support the need for the animal [see attached guidelines].
 - i. The Coordinator of Disability Resources will review the documentation, request form, and any additional information shared by the student and prepare a statement of recommendation that will be shared with the Assistance Animal Review Committee. All of the above information, including the recommendation of the Coordinator will be shared with the members of the committee.
 - ii. The committee will meet within 2 weeks of receiving a request for an Assistance Animal and will make a decision regarding if the animal is a necessary accommodation and is a reasonable accommodation within the confines of the residential community.
 - iii. The student will then be notified in writing of the status of their request.
 1. If approved the student will work closely with the Coordinator and with Residence Life to arrange for an appropriate residential placement for them and the assistance animal.

2. If not approved, the student has the right to appeal the decision back to the committee if new information can be presented that may further inform the committee's decision or if the student believes that a procedural error has occurred.
 - a. All appeals must be submitted to the committee in writing within 10 business days of the initial decision.
 - b. Once an appeal has been submitted, the committee will review the appeal within 10 business days of the request for an appeal.

II. Definitions

a. Service Animals

Service Animals are defined under the Americans with Disabilities Act Titles II and III as dogs that are individually trained to do work or perform tasks for an individual with a disability. In some instances a miniature horse may also qualify as a Service Animal. The ADA provides examples of work or tasks that a Service Animal may provide, including but not limited to, guiding people who are blind, alerting people who are deaf, retrieving items for a person in a wheelchair, alerting and protecting a person who is having a seizure, reminding a person to take medication, or grounding a person with Post Traumatic Stress Disorder during an anxiety attack. Under Iowa Code, Service Animals in training receive many of the same protections as a fully trained Service Animal.

Service Animals are allowed to accompany their owner in all areas of a facility where the public would typically be permitted to go. Some exceptions may apply, including areas that may present a direct threat to the safety of the Service Animal or where the presence of the Service Animal may compromise a sterile environment. Service Animals on the Grinnell College campus must be in the owner's direct control at all times. This will typically mean that the animal must be harnessed, leashed, or tethered unless the task the animal performs requires them to be able to be controlled solely through voice or signal.

Additional information about ADA guidelines and regulations related to Service Animals can be found at http://www.ada.gov/service_animals_2010.htm

b. Assistance Animals

Assistance Animals are defined and protected under the Fair Housing Act and Section 504. Assistance Animals are animals that work, provide assistance, perform tasks, or provide emotional support that mitigates one or more impacts of a person's disability. Assistance Animals do not need to be individually trained to perform a task and can include animals other than dogs. On the Grinnell College campus Assistance Animals may be a reasonable accommodation in the residence halls for a person with a documented disability if there is an identifiable relationship between the disability and the assistance the animal provides.

Approved Assistance Animals are granted access only to the residential dwelling occupied by the individual with the disability. They are not permitted in other areas of the college campus.

c. Pets

Neither Service nor Assistance Animals are considered to be pets because of the direct relationship they play as an accommodation for an individual with a disability.

A pet is defined as an animal that is allowed under the Grinnell College Residence Life pet policy. These animals are kept for companionship.

d. Assistance Animal Review Committee

This committee made up of the Coordinator of Disability Resources, the Accessibility Coordinator, a Residence Life Staff Member, and a Facilities Management Staff Member is responsible for reviewing all requests for Assistance Animals on campus.

III. Requirements of Service or Assistance Animals and Their Owners

- a. Animals must be licensed in accordance with Grinnell City regulations and, if applicable must wear a valid vaccination tag.
- b. Animals must be up to date on vaccinations and must have an annual clean bill of health from a licensed veterinarian.
- c. The owner is responsible for appropriate care, including feeding, watering, and exercising the approved animal.
- d. The owner is responsible for waste clean-up and the cleanliness of the animal.
- e. The owner of an Assistance Animal is responsible for all transportation to and from the college, including to vet appointments, of the animal. Service Animals are allowed to accompany their owner anywhere the owner may travel, including Grinnell College transport otherwise approved for regular use by students.
- f. The owner is responsible for maintaining control of the approved animal at all times. Disruptive, destructive, or aggressive behavior on the part of the animal may result in the owner being asked to remove the animal from college facilities.
- g. The owner is responsible for the cost of any repairs associated with damage caused by an approved Assistance or Service Animal
- h. Approved Assistance or Service Animals must be cared for by the owner at all times, they should not be left overnight in the care of another student.

IV. Faculty, Staff, Students, and Visitors are expected to abide by common-sense rules of etiquette related to Service or Assistance Animals. Examples of appropriate etiquette include, but are not limited to the following:

- a. Allow a Service Animal to accompany the owner at all times and everywhere on campus except where Service Animals are specifically prohibited.
- b. Allow an Assistance Animal to accompany the owner within the dwelling if properly harnessed or controlled except to locations where Assistance Animals are specifically prohibited (e.g., individual living spaces of other students).

- c. Do not pet a Service or Assistance Animal without the advance permission of the owner; petting a Service Animal when the animal is working distracts the animal from the task at hand. Service Animals typically are identified by a vest, harness, or scarf that indicates that they are working animals.
- d. Do not deliberately distract or startle a Service or Assistance Animal.
- e. Do not feed a Service or Assistance Animal.
- f. Do not attempt to separate the Service or Assistance Animal from their owner.
- g. If you have concerns about the behavior or care of a Service or Assistance Animal please contact the Coordinator of Disability Resources at 641-269-3124 or wilkeaut@grinnell.edu.

Last revised 5/2015

ASSISTANCE ANIMAL & SERVICE ANIMAL REGISTRATION FORM FOR COLLEGE-OWNED RESIDENCES

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- The owner is responsible for the cost of any repairs associated with damage to College property caused by an approved Assistance or Service Animal
- While on campus, approved Assistance or Service Animals must be cared for by the owner at all times, they should not be left overnight in the care of another student.

REGISTRATION REQUIREMENTS: *(Vaccination and spay/neuter certificates must be signed by a licensed veterinarian)*

- Completed Registration Form
- Copy of required vaccinations/health records:
 1. Rabies vaccination
 2. Distemper vaccination
 3. Other recommended vaccinations for the breed
 4. A clean stool sample
 5. A clean heartworm test (Dogs Only)
- Copy of City of Grinnell & Poweshiek County license certificates
- Copy of spay/neuter certificate

COMPLAINTS/NEGLECT:

Any College community member may file a complaint against animals in campus residences (including Assistance Animals that are causing a disturbance or being abused or neglected). Complaints regarding Assistance Animals must be filed with the Assistant Dean & Director of Residence Life and Orientation and the Coordinator of disability Resources.

STUDENT (REGISTRANT) and ANIMAL INFORMATION:

Name of student: *(please print)* _____

Cell #: _____

House address/name, and student's room number: _____

Name and description of animal (*type, breed, color, markings, age, etc.*):

I have made the following arrangements for my animal during breaks or when I am away from the College for any reason:

I certify the information I have provided Disability Resources is accurate. I understand I am responsible for the animal I have registered, and I have read and agree to the Grinnell College Assistance Animal and Service Animal Policy.

Student Signature

Date

Coordinator of Disability Resources

Date

Office use only-
