
APPLIES TO: All Kettering College students

ISSUED: *July 1, 2024*

KEYWORDS: **pets, service, animals, emotional, support**

EFFECTIVE: *August 26, 2024*

PURPOSE: Kettering College (“College”) supports the use of service animals and emotional support animals on campus by individuals with disabilities in appropriate circumstances and in accordance with this policy. Those with questions about the use of service animals or emotional support animals should refer to this policy and/or contact the Director of Accommodations and Disability Services. The purpose of this policy is to outline the College’s expectations and requirements pertaining to pets, service animals, and emotional support animals for students at the College.

DEFINITION OF TERMS IN THIS POLICY:

- 1. Service Animal:** a service animal is defined by the Americans with Disabilities Act of 1990 (ADA) as any guide dog, signal dog, or other common domestic animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items.
- 2. Emotional Support Animals:** animals that provide therapeutic benefit, such as alleviating or mitigating symptoms of a person’s disability. Examples include, among others, calming a person suffering from disabling anxiety or depression. Some, but not all, Emotional Support Animals receive training. Certificates obtained online do not automatically qualify an animal as an Emotional Support Animals, as these certificates can often be purchased without documentation of a disability.
- 3. Pet:** an animal kept for ordinary use and companionship. A pet is not considered a Service Animal or an Emotional Support Animal. Individuals are not permitted to keep or bring pets on College property or in housing, with the exception of fish contained in a maximum 12-gallon aquarium in a student’s room.
- 4. Approved Animal:** a Service Animal, or an Emotional Support Animal, permitted at the College as a reasonable accommodation under this policy.
- 5. Owner:** the student with a Service Animal or who has been permitted to keep an Emotional Support Animal in housing under this policy.
- 6. Handler:** the student who requires a Service Animal because of his/her disability, or a third party designated to accompany the student with the disability if the disability warrants such an individual. The ADA requires that Service Animals be always under the control of the handler. Handlers are solely responsible for the care and control of the animal.

POLICY DETAILS:

Animals, including pets (with the exception of fish, set forth above), are not permitted in College housing or in other College locations, with the exception of Service Animals or approved Emotional Support Animals for individuals with disabilities, as set forth in this policy.



Service and Emotional Support Animals KC Policy # MISC 240

Service Animals

Students requiring Service Animals must inform the Director of Accommodations and Disability Services to ensure that their experience bringing the animal to campus is smooth and so that appropriate campus offices, such as Campus Police, Housing, and various Faculty, can be notified of the presence of the Service Animal.

The College requests that a resident student seeking to keep a Service Animal in the College's housing contact the Director of Accommodations and Disability Services to arrange a meeting. To set-up a meeting, students should e-mail disability.services@my.kc.edu or call 937.395.5646. We recommend that the student meet with the Director of Accommodations and Disability Services prior to the Housing application deadline, so that appropriate offices and student residents can be notified regarding approved animals in residence. This notice will be limited to information about the animal's presence as an approved animal: there will be no disclosure of the student's specific health concerns. Other students residing in close proximity with medical condition(s) that may be affected by animals (e.g., respiratory diseases, asthma, severe allergies) are asked to contact the Director of Accommodations and Disability Services if they have a health or safety related concern about exposure to a Service Animal. They may also be relocated away from the Service Animal if necessary and if alternative housing is available. If the need for the Service Animal arises after the student is already placed in housing, the student can contact the Director of Accommodations and Disability Services at that time.

At the meeting between the owner and the Director of Accommodations and Disability Services, the participants will discuss College policies/procedures, as well as requirements for approved animals on campus. In general, members of the College community should not ask about the nature or extent of a person's disability. The College may, however, as permitted by the ADA, if it is not obvious that the animal is required because of a disability, make the following inquiries for the purpose of determining whether an animal qualifies as a service animal:

1. Is the Service Animal required due to the functional limitations of the requesting student's disability?, and
2. What work or tasks has the Service Animal been trained to perform for the benefit of the requesting student?

The handler/owner should not be asked for documentation, such as proof that the animal has been certified, trained, or licensed as a service animal.

Failure to abide by the College's standards regarding Service Animals will result in contact with the student and may be addressed through the Student Conduct process. Continued failure to abide by the College's standards regarding Service Animals will result in charges through Student Conduct and may result in the removal of the animal and/or student from campus.

The Director of Accommodations and Disability Services, Residence Life staff, and Campus Police, and will collaborate, as necessary, to resolve conflicts related to Service Animals. Staff members will consider the needs of all students involved.

Responsibilities of Service Animal Owners/Handlers

The owner must comply with the following provisions regarding behavior and care of a Service Animal:

1. **Laws, Ordinances, and Policies:** Handlers/owners are responsible for complying with all state laws and local animal ordinances and are subject to all College policies.
2. **Proper Identification:** All Service Animals are subject to local licensing and registration requirements.
3. **Training:** Service Animals must be trained to do work or perform tasks for the benefit of the individual with a disability.

4. **Vaccination/Licensing:** Service Animals must be immunized against diseases common to that type of animal. Additionally, we require that dogs have current vaccination against rabies and wear a rabies vaccination tag. Local licensing requirements must be followed.
5. **Health:** Approved animals should be in good health and should be seen regularly by a licensed veterinarian. The College may inquire about the health of the animal upon receiving reports of concern for the animal. The College has authority to request that the Service Animal receive veterinary attention in appropriate circumstances.
6. **Control:** The ADA requires that Service Animals be under the control of the handler at all times. In most instances, the handler will be the individual with a disability or a third party who accompanies the individual with a disability. The Service Animal must be harnessed, leashed, or tethered while in public places unless these devices interfere with the service animal's work or the person's disability prevents use of these devices. In that case, the person must use voice, signal, or other effective means to maintain control of the animal. Under control also means that a Service Animal should not be allowed to bark repeatedly in a classroom, hallways, learning commons, or other quiet places. However, if a dog barks just once, or barks because someone has provoked it, this will not mean that the dog is out of control. If the animal is found loose or unattended, the animal is subject to immediate removal. <https://www.ada.gov/resources/service-animals-faqs/>
7. **Cleanliness:** The handler/owner is responsible for caring for and supervising the Service Animal, which includes toileting, feeding, washing, grooming, and veterinary care. College facilities may not be used for washing and grooming purposes. It is the handler/owner's responsibility to remove and properly dispose of any waste immediately, unless he/she is prevented from doing so due to his/her disability. Waste must be bagged and discarded in designated outdoor receptacles. No waste may be flushed down toilets or discarded in interior waste bins. In the event that the handler/owner is not physically able to clean up after the animal, it is the responsibility of the handler/owner to hire someone capable of cleaning up after the animal. Please consider taking measures for flea and odor control and to ensure that the Service Animal is clean and well groomed. If fleas, ticks, or other pests are detected through inspection, the student's housing will be treated using approved fumigation methods by a College-approved pest control service. The handler/owner will be billed for the expense of any pest treatment above and beyond normal required pest management if such treatment is required due to the animal. The handler/owner will be held responsible for any room damages including the excessive cleaning or replacement of the carpet. This will be noted on the Room Condition Record (checkout procedures) and during health and safety inspections. <https://www.ada.gov/resources/service-animals-faqs/>
8. **Emergency Situations:** The handler/owner is expected to follow all College procedures for emergency evacuation and participate in emergency evacuation drills. Individual needs must be arranged in advance with appropriate College personnel.
9. **Observing Good Animal Etiquette:** To the greatest extent possible, the handler/owner should ensure that the animal does not display behaviors or make noises that are disruptive or frightening to others, unless it is part of the service being provided to the handler (e.g., barking to alert the handler of danger).
10. **Other Conditions:** The Director of Accommodations and Disability Services and Residence Life Staff are permitted to conduct animal welfare checks if there is a reasonable concern for the health and safety of the approved animal. The Director of Accommodations and Disability Services may also contact the handler/owner if there are concerns regarding the Service Animal's performance of a trained task(s) and/or disruptive behavior. In response to a particular situation, the College reserves the right to impose other reasonable conditions or restrictions on the use of Service Animals as necessary to ensure the health, safety, and reasonable enjoyment of the College programs and activities by others.

While service animals are generally allowed to go anywhere on campus that the handler is allowed to go, there are certain areas where the presence of a service animal fundamentally alters the nature of a program or activity or is disruptive. Examples of the areas that are off limits to service animals include:

- a. Research Laboratories: The natural organisms carried by service animals may negatively affect the outcome of the research. At the same time, the chemicals and/or organisms used in the research may be harmful to service animals.
- b. Mechanical Rooms/Custodial Closets: Mechanical rooms, such as boiler rooms, facility equipment rooms, electric closets, elevator control rooms and custodial closets, are off-limits to service animals. The machinery and/or chemicals in these rooms may be harmful to animals.
- c. Food Preparation Areas: Food preparation areas are off limits to service animals per health codes.
- d. Areas Where Protective Clothing is Necessary: Any room where protective clothing is worn is off-limits to service animals. Examples include chemistry laboratories, wood shops, and metal/machine shops.
- e. Areas Where There is a Danger to the Service Animal: Any room, including a classroom, where there are sharp metal cuttings or other sharp objects on the floor or protruding from a surface; where there is hot material on the floor (e.g., molten metal or glass); where there is a high level of dust; or where there is moving machinery is off-limits to service animals.

Service Animals in Training: Service animals in training are permitted in all public facilities on the same basis as working service animals, provided that the dog is on a leash and is being led or accompanied by a trainer for the purpose of training the dog and the trainer has documentation confirming the trainer is affiliated with a recognized or certified service dog training organization. Service animals in training are not permitted in classrooms, offices, or other areas of campus buildings not open to the general public without prior approval obtained from the Director of Accommodations and Disability Services through the reasonable accommodation process.

Emotional Support Animals

A student with a disability who requires the use of Emotional Support Animals to afford the student an equal opportunity to use and enjoy College housing may be permitted to bring such animals on campus if the animal's presence in College housing is reasonable and there is an identifiable relationship or nexus between the individual's disability and the assistance that the animal provides. Students who seek to bring an Emotional Support Animals to campus should first obtain approval from the Director of Accommodations and Disability Services in the Student Success Center (disability.services@my.kc.edu or 937.395.5646).

The Director of Accommodations and Disability Services will determine, on a case-by-case basis and in collaboration with other relevant offices on campus, whether to approve the student's request for an Emotional Support Animal. In making this determination, the Director of Accommodations and Disability Services will consider the needs of the student, as well as the impact of the animal on the campus community. The approval of a request is animal-specific and is not transferable to another animal. While accommodation requests will be accepted and considered at any time, requests should be filed at least 30 before the student intends to bring the animal to campus in order to ensure timely consideration. An Emotional Support Animal will not be allowed until formal approval has been received.

The College needs certain information from a student in order to evaluate a student's request for an Emotional Support Animal. A disability exists when a person has a physical or mental impairment that substantially limits one or more major life activities. Students and health care professionals should consult the following information to understand what information is needed to support an accommodation request. The College relies on health care professionals to provide accurate information to the best of their knowledge, consistent with their professional obligations, and relying on their personal knowledge of the student as their patient/client.

Documentation demonstrating the student's need for an Emotional Support Animal should include the following:

- The patient's name,
- Whether the health care professional has a professional relationship with the patient/client involving the provision of health care or disability-related services,
- Whether the patient has a physical or mental impairment,
- Whether the patient's impairment(s) substantially limit at least one major life activity or major bodily function,
- Whether and why the patient needs the animal, and
- The type of animal(s) for which the reasonable accommodation is sought.

When providing information about the need for the Emotional Support Animal, documentation should explain whether the patient needs the animal because it does work, provides assistance, or performs at least one task that benefits the patient because of his or her disability, or because it provides therapeutic emotional support to alleviate a symptom or effect of the disability of the patient/client. Said another way, this information explains the relationship or connection between the student's disability and the Emotional Support Animal and demonstrates that the animal is necessary for the student to enjoy their living arrangements. If the student requests approval of an animal other than a small, domesticated animal that is traditionally kept in the home, the College may seek additional information supporting the request.

Health care professionals should include professional licensing information and sign and date documentation provided.

Through the interactive process, the College may propose an equally effective alternative to a requested accommodation and may deny a request for an Emotional Support Animal if allowing the animal in College facilities would constitute a fundamental alteration of a program or be an undue burden.

Emotional Support Animals are generally not permitted on campus other than in the areas approved as part of the accommodations process. Requests to take an Emotional Support Animal to another part of campus will be considered on a case-by-case basis consistent with applicable laws, policies, and student and College needs.

The College may notify student residents that an Emotional Support Animal will be in residence. This notice will be limited to information about the animal's presence as an approved animal: there will be no disclosure of the student's specific health condition. Other students residing in close proximity with medical condition(s) that may be affected by animals (e.g., respiratory diseases, asthma, severe allergies) are asked to contact the Director of Accommodations and Disability Services if they have a health or safety related concern about exposure to an Emotional Support Animal.

When an Emotional Support Animal is approved, the requesting student will be asked to sign an Emotional Support Animal Agreement that includes the provisions of this policy. This agreement is also signed by the Director of Accommodations and Disability Services and the Director of Residence Life.

The Director of Accommodations and Disability Services, Residence Life staff, and Campus Police will collaborate, as necessary, to resolve conflicts related to an Emotional Support Animal. Staff members will consider the needs and/or accommodations of all students involved.

All roommates or housemates of the owner must agree in writing that the Emotional Support Animal will be in residence with them. In the event that one or more roommates or housemates do not approve, either the owner and the Emotional Support Animal or the non-approving roommates or housemates, as determined by the Residence Life staff, may be moved to a different location.

Responsibilities of Emotional Support Animal Owners:

The owner must comply with the following provisions regarding behavior and care of an Emotional Support Animal:

1. **Laws, Ordinances, and Policies:** Handlers/owners are responsible for complying with all state laws and local animal ordinances and are subject to all College policies.
2. **Proper Identification:** All Emotional Support Animals are subject to local licensing and registration requirements.
3. **Vaccination/Licensing:** Emotional Support Animals must be immunized against diseases common to that type of animal. Additionally, we request that dogs have current vaccination against rabies and wear a rabies vaccination tag. Veterinary immunization records should be submitted to the Director of Accommodations and Disability Services along with disability-related documentation, prior to the animal being allowed into any facilities. Local licensing requirements must be followed.
4. **Health:** Approved animals should be in good health and should be seen regularly by a licensed veterinarian. The College may inquire about the health of the animal upon receiving reports of concern for the animal. The College has authority to request that the Emotional Support Animal receive veterinary attention in appropriate circumstances.
5. **Control:** Emotional Support Animals must be always under the control of the owner. Animals must be harnessed, leashed, or tethered while outside of the owner's residence but should not be left alone when outside of the owner's residence. Within the residence, animals should be contained in appropriate cages when the owner has left the residence. If the owner leaves campus overnight, he/she must take his/her Emotional Support Animal with him/her. If the animal is found loose or unattended, the animal is subject to immediate removal.
6. **Cleanliness:** The owner is responsible for caring for and supervising the Emotional Support Animal, which includes toileting, feeding, washing, grooming, and veterinary care. College facilities may not be used for washing and grooming purposes. It is the owner's responsibility to remove and properly dispose of any waste immediately. Waste must be bagged and discarded in designated outdoor receptacles. No waste may be flushed down toilets or discarded in interior waste bins. In the event that the owner is not physically able to clean up after the animal, it is the responsibility of the owner to hire someone capable of cleaning up after the animal. Owners should take measures for flea and odor control and ensure that the Emotional Support Animal is clean and well groomed. If fleas, ticks, or other pests are detected through inspection, the student's housing will be treated using approved fumigation methods by College approved pest control service. The owner will be billed for the expense of any pest treatment above and beyond normal required pest management if such treatment is required due to the animal. The owner will be held responsible for any room damages including the excessive cleaning or replacement of the carpet. This will be noted on the Room Condition Record (checkout procedures) and during health and safety inspections.
7. **Emergency Situations:** The handler/owner is expected to follow all College procedures for emergency evacuation and participate in emergency evacuation drills. Individual needs must be arranged in advance with appropriate College personnel.

8. **Observing Good Animal Etiquette:** To the greatest extent possible, the handler/owner should ensure that the animal does not display behaviors or make noises that are disruptive or frightening to others, unless it is part of the service being provided to the handler (e.g., barking to alert the handler of danger).
9. **Other Conditions and Restrictions:** The Director of Accommodations and Disability Services and Residence Life Staff are permitted to conduct animal welfare checks if there is a reasonable concern for the health and safety of the approved animal. The Director of Accommodations and Disability Services may also contact the owner if there are concerns regarding disruptive behavior. In response to a particular situation, the College reserves the right to impose other reasonable conditions or restrictions on the use of Emotional Support Animals as necessary to ensure the health, safety, and reasonable enjoyment of the College programs and activities by others.

General Standards for the Removal of Service Animals or the Disapproval/Removal of Emotional Support Animals

- A. Decisions to remove a service animal or disapprove/remove an Emotional Support Animal will be made on a case-by-case basis, taking into account all surrounding circumstances. However, the following general standards reflect reasons why an animal may be removed or disapproved:
 1. The animal poses a direct threat to the health or safety of others. For example, the animal displays vicious behavior towards others or has a serious illness.
 2. The animal causes or would cause substantial physical damage to the property of others.
 3. The animal poses an undue financial and/or administrative burden.
 4. The animal would fundamentally alter the nature of the College's educational or business operations.
 5. The animal is out of control and the handler/owner does not take effective action to control it. If the out of control behavior happens repeatedly, the handler/owner may be prohibited from bringing the animal into College facilities until the handler/owner can demonstrate that he/she has taken significant steps to mitigate the behavior.
 6. The animal is not housebroken.
 7. The handler/owner does not abide by his/her responsibilities as outlined in this policy.
- B. The College considers the following factors in determining whether to approve the presence of an Emotional Support Animals in its facilities:
 1. The size of the animal and whether it is too large for the classroom, office, or relevant space;
 2. Whether the animal's presence would force another individual from using that space (e.g., serious allergies);
 3. Whether the animal's presence would be disruptive to the academic or work environment;
 4. Whether the animal is housebroken;
 5. Whether the animal's vaccinations are up to date;
 6. Whether the animal poses or has posed in the past a direct threat to the individual or others, such as injuring or acting aggressively; and
 7. Whether the animal causes or has caused excessive damage to College facilities.

When an animal has been properly removed pursuant to this policy, the College will work with the handler/owner to determine reasonable alternative opportunities to participate in the College's services, programs, and activities without having the animal on the premises.



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Residence Life may relocate the owner and approved animal as necessary according to the College Housing contract. The owner agrees to continue to abide by all other College policies, including College housing policies. Reported violations will be reviewed in accordance with Student Conduct Policy. Should the approved animal be removed from the premises for any reason, the owner is expected to fulfill his/her housing obligations for the remainder of the College housing contract term.

Concerns: Concerns regarding an animal covered by this policy should be brought to the attention of the Director of Accommodations and Disability Services.

Grievance Procedures: If the decision is made to deny a request for or remove an animal covered by this policy, the affected individual may file a formal written grievance with the ADA/Section 504 Coordinator pursuant to the <https://www.transportation.ohio.gov/programs/ada>

Reasonable Modifications to this Policy: Individuals wishing to request a modification or exception to this policy as a reasonable accommodation should contact the Director of Accommodations and Disability Services.

RESOURCES/REFERENCES:

Related KH Policy: KH-HR Pet Therapy, Service Animals, and Personal Pets
Maintained by: Office of Accommodations and Disability Services

HISTORY OF REVISION:

Original date: July 1, 2024
Revision dates: N/A