



POLICIES & PROCEDURES

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| Policy Title: | Service Animal Policy |
| Policy Custodian: | Vice President of Human Resources |
| Policy Approval: | President's Cabinet |
| Revision Date: | 8/23/2019 |
| Effective Date: | Fall 2019 |

POLICY:

This Policy is the Service Animal Policy adopted by Baker College to be used at its campus and the campuses of all of its subsidiaries.

For purposes of this policy Baker College means Baker College and all of its subsidiaries that operate campuses for educational purposes.

Baker College is a Place of Public Accommodation as defined in the Americans with Disabilities Act and the regulations thereunder (Act).

Baker College will not discriminate against persons with disabilities as defined under the Act.

In order to accommodate persons with disabilities, Baker College will allow the disabled person to use a Service Animal in all areas of Public Accommodation as defined under the Act. Baker College will restrict access to food preparation areas, medically sensitive patient and clinic areas, biologically sensitive or hazardous areas, and other similar regulated areas on campus based on Public Health requirements. Baker College will not supervise or care for the Service Animal. In all cases, the owner of the animal is responsible for the animal's health, welfare, safety and behavior.

A Service Animal must be under the control of its handler at all times. The Service Animal must have a harness, leash or other tether unless the handler is disabled in a manner that does not allow the handler to use such devices or would otherwise interfere with the safe effective performance of the Service Animal's work or task. Never-the-less the handler must be able to effectively control the Service Animal by voice, signals or other effective means.

Baker College may ask a disabled person to remove his Service Animal from the premises if:

- The Service Animal is not housebroken
- The Service Animal is out of control

Service Animals are limited to dogs. However in some cases Miniature Horses may be used by a disabled person for the same purposes as Service Animals.

A Service Animal is a dog trained to do work or perform tasks for the benefit of an individual with a disability. Disability includes physical, sensory, psychiatric, intellectual or other mental disability. The work or task of the Service Animal must be directly related to the disabled person's disability.

Examples of disabilities include but are not limited to:

- Assisting individuals who are blind or have low vision
- Aiding individuals who are deaf or hard of hearing

- Providing non-violent protection or rescue work
- Pulling a wheelchair
- Assisting an individual during a seizure
- Alerting individuals to allergens
- Retrieving items such as medicine or the telephone
- Assisting individuals with:
 - physical support for balance or other mobile disabilities
 - psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

The following is not the work or task of a Service Animal:

- Providing criminal deterrent effects
- Providing emotional support
- Providing well-being
- Providing comfort
- Providing companionship

Baker College will not inquire about an individual's disabilities.

Baker College may make the following inquiries to determine whether an animal qualifies as a Service Animal:

- **Is the animal required because of a disability?**
- **What work or task has the animal been trained to perform?**

The questions above will not be asked if it is readily apparent that the animal is trained to do work or perform a task for an individual with a disability, such as a dog guiding an individual who is blind or has low vision, pulling an individual's wheelchair or providing stability assistance to an individual who has an observable mobility disability.

No documentation regarding certification, training or licensing may be requested, however the animal must meet local ordinances before coming onto campus.

Baker College will not surcharge a disabled person with a Service Animal.

If Baker College charges an individual without a disability for the damage they cause then Baker College may charge a disabled individual for the damages their Service Animal causes.

Baker College will allow Miniature Horses the same accommodations as given to dogs if they have been trained to do work or perform tasks for the benefit of an individual with a disability.

Baker College will use the following factors to determine whether to allow a Miniature Horse as a reasonable accommodation:

- The type size and weight of the Horse and whether Baker College can accommodate these features.
- Whether the handler retains sufficient control of the Horse.
- Whether the Horse is housebroken.
- Whether the Horse compromises legitimate safety requirements.
- Other requirements that apply to dogs under this policy.

Trainers of guide or leader dogs, hearing dogs or Service Animals will be allowed on campus if:

- The place on campus where the Service Animal is used, is available.
- The Service Animal is wearing a harness dog cape or dog backpack.

The above rules apply even if the Trainer is using an adult dog, i.e., a dog that is at least 12 months old, to train another Service Animal.

You may request picture identification and identification stating that the Trainer is a representative/employee of an organization recognized by the Department of Labor. Trainers who do not have the above information may not be allowed on campus.

In any case where it is not obvious that an animal is a Service Animal or an issue arises with a Service Animal, Campus Safety or a Disability Services Specialist should be contacted immediately. Baker College will assume that any dog or miniature horse on campus is a Service Animal until information about or actions of the animal or the handler dictate further investigation.

PROCEDURE:

The student is responsible for submitting the Service Animal Application Form to the Department of Residence Life within the timeframe outlined in the policy. Residence Life may also require the student to submit a Special Consideration for Housing Form to accompany the application.

No animal will be permitted into College housing that:

- Is not approved by Residence Life
- Is not approved by aforementioned committee
- Poses a direct threat to the health or safety of others
- Would cause a substantial physical damage to the property of the College and other residents
- Would pose an undue financial and administrative burden on the College
- Would fundamentally alter the nature of the College's housing operations

All notifications regarding the status of a service animal application or currently housed service animal will be provided by Baker College in writing. Any supplemental documentation will be included with written notifications. These include, but are not limited to service animal application approvals/denials and Student Conduct Reports which reflect College sanctions due to the behavior of the service animal or animal owner.

Approved Service Animal applications will remain in effect for the duration the student lives in the residence hall.

Standards for Approved Service Animals

All approved service animals must comply with applicable state and local laws regarding animals and their treatment and care and also meet the following standards:

Dogs

- All required immunizations must be up-to-date and a copy of the immunizations must be on file with Residence Life.
- Dogs must be licensed through the local municipality and a copy of the license must be on file with Residence Life.
- Dogs must be spayed or neutered. A copy of the veterinarian's report must be on file with Residence Life.
- A Certificate of Health signed by a veterinarian certifying the dog is healthy and free from any signs of infections, contagious diseases, parasites, etc., must be on file with Residence Life.
- Collars and tags must be worn at all times. The dog must be kept on a leash at all times when outside of the residence hall, apartment or townhouse. Dogs must never be allowed to roam freely or on a tether.
- Dogs must possess friendly and sociable characteristics. A specific dog can be restricted from the premises by Baker College personnel based on any confirmed threatening or territorial behavior. Dogs that are classified as "Dangerous Dogs" (Michigan Public Act 426 of 1988, §287.321) are not allowed.
- Microchipping your dog is not required, but strongly recommended.
- Dog obedience and training programs are highly recommended.

Miniature Horse

- To be considered on a case by case basis.

Standards of Behavior by Animal and Animal Owner

Health, sanitary, safety, and behavioral standards must be maintained as follows:

- Animals require daily food and attention, as well as daily assessment of their general health, behavior and overall welfare.
- Animals cannot be left unattended overnight on-campus at any time. If the owner must be away from campus, they must either take the animal with them, or make arrangements for them to be cared for elsewhere. Animals may not be tethered, unattended, or abandoned.
- Animals cannot be securely confined in a vehicle in which the animal's health or life is endangered by temperature or inadequate ventilation. A law enforcement/animal control officer can use reasonable means to remove the animal if the animal is in danger. The owner is responsible for charges incurred, and the officer is not liable for resulting property damage.
- Animal feces must be disposed of properly. It is the owner's responsibility to remove feces from College grounds (*grounds being defined as the physical landscape adjacent to all residence hall, apartment and townhouse buildings*) dispose of it in a plastic bag, and then place that bag in the garbage dumpsters located outside. Cleanup must occur IMMEDIATELY. Animal feces may not be disposed of in any trash receptacle or through the sewer system inside any building at Baker College. Waste MUST be taken to any residence hall, apartment or townhouse dumpster for disposal.
- Animal-accidents within the residence hall room, apartment or townhouse must be promptly cleaned up using appropriate cleaning products.
- Regular and routine cleaning of floors, kennels, and cages, must occur. The odor of an animal emanating from the residence hall room, apartment, or townhouse is not acceptable.
- The animal owner has an obligation to make sure the residence hall room, apartment or townhouse is as clean as the original standard. If the unit has carpeting, this also includes regular vacuuming and spot cleaning. Damages and extraordinary cleaning caused by the animal are the responsibility of the animal owner. Replacement or repair of damaged College-owned or personal property will be the financial responsibility of the animal owner.
- Any flea infestation must be attended to promptly by a professional extermination company at the animal owner's expense. Owners are expected to promptly notify Facilities and arrange for extermination when a flea problem is noted. Animal owners may take some precautionary measures such as: flea medications prescribed by veterinarians, flea and tick collars, taking your animal to the veterinarian for flea and tick baths. Because not all of the precautions listed here can prevent flea and tick infestations, the owner is responsible for extermination costs after vacating the residence hall room, apartment, or townhouse.
- Animals must not be allowed to disrupt others (e.g., barking continuously, growling, yowling, howling, etc.). Animals which constitute a threat of nuisance to staff, residents, or property, as determined by the College personnel, must be removed with seven (7) days of notification. If Baker College determines that the behavior of an animal can be addressed by the owner and the owner can change the behavior of an animal so that the animal does not have to be removed, then a written action plan must be submitted by the owner. The action plan must outline the action that will take place to alleviate the problems and also must give a deadline as to the length of time the plan will take. Any action plan must meet the approval of College personnel. The day after the deadline for removal from the residence hall room, apartment or townhouse, College staff will do an inspection to check damages and infestation and then the mandatory cleaning and extermination will be scheduled. Any animal owner found not adhering to the removal directive will be subject to disciplinary action up to and including dismissal from the residence halls.
- The animal owner is required to identify an Alternate Caregiver on the Service Animal application. In the event that the animal owner must leave campus housing for any extended period of time, the animal owner is obligated to take the service animal with them or place the service animal in the care of the Alternate Caregiver. Roommates, friends, and hall-mates are prohibited from assuming the role of caregiver unless specifically listed by the animal owner on the Service Animal application.
- An animal must not be involved in an incident where a person experiences either threat of or an actual injury as a result of the animal's behavior.
- The animal owner will take all reasonable precautions to protect College personnel and students; as well

as the property of the College and of the residents.

- The owner must notify Campus Safety if the animal has escaped its confines and is unable to be located within twelve hours.
- All liability for the actions of the animal (bites, scratches, urination, defecation, etc.) is the responsibility of the owner.

Violations concerning any of the aforementioned may result in the resident having to find alternative housing off-campus for the animal and, as warranted, may result in disciplinary action up to and including dismissal from the residence halls.

Taking into account the potential of service animal-generated damage to the housing unit and/or need for extensive cleaning/fumigation, students seeking approval for a room/unit change during the academic year may experience delays in processing.