

**Lake Region State College  
Policy and Procedure Manual**

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SECTION 800.33

SERVICE ANIMALS AND HOUSING ACCOMMODATION ANIMALS

Introduction

Lake Region State College is committed to providing equal access and opportunity to qualified individuals with disabilities while maintaining a safe, healthy, and supportive campus environment. This policy establishes standards and procedures regarding service animals and housing accommodation animals on campus and in college-owned housing.

Nothing in this policy shall be interpreted to limit rights afforded under applicable federal or state disability laws.

Definitions

Service Animal - A service animal is a dog that is individually trained to perform work or tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

The work or task performed by the service animal must be directly related to the individual's disability.

Examples include, but are not limited to:

- Guiding individuals who are blind or have low vision.
- Alerting individuals who are deaf or hard of hearing.
- Pulling a wheelchair.
- Assisting during a seizure.
- Retrieving items.
- Providing balance or mobility assistance.
- Performing trained tasks that mitigate the effects of a psychiatric disability.

Animals whose sole function is to provide comfort, emotional support, companionship, well-being, or a sense of security are not considered service animals.

Housing Accommodation Animal - A housing accommodation animal is an animal approved by LRSC as a disability-related housing accommodation for a student residing in college-owned housing.

To qualify as a housing accommodation animal, the student must demonstrate:

1. The student has a documented disability.
2. The animal is necessary to afford the student an equal opportunity to use and enjoy campus housing.
3. There is a clear relationship between the student's disability and the disability-related assistance provided by the animal.
4. The animal performs work, tasks, or disability-related functions that support the student's ability to access and use campus housing.

Approval of a housing accommodation animal shall be determined on an individualized, case-by-case basis. LRSC will evaluate each request based on applicable law, available documentation, and the specific circumstances of the accommodation request.

Areas of Access

Service Animals

Service animals may accompany their handler in all areas of campus where members of the public, participants in services, programs, or activities, or invitees are allowed to go, except where the presence of an animal would create a legitimate health or safety risk or fundamentally alter a program or activity.

### Housing Accommodation Animals

Housing accommodation animals are approved solely as a housing accommodation and are generally limited to:

- The student's assigned residence hall room or apartment.
- Designated outdoor areas for exercise and waste disposal.
- Other locations specifically approved by the Housing Office.

Housing accommodation animals must be spayed or neutered unless a licensed veterinarian determines that the procedure is medically inadvisable. Documentation supporting any exception must be provided to the Housing Office. The requirement applies equally to all housing accommodation animals approved for campus housing.

Housing accommodation animals are not permitted in classrooms, offices, dining facilities, libraries, laboratories, athletic facilities, or other campus buildings unless otherwise authorized.

### Student Responsibilities

The owner or handler of a service animal or housing accommodation animal is responsible for:

1. Compliance with all applicable federal, state, and local laws and ordinances.
2. Maintaining current license, vaccinations and veterinary care.
3. Students must provide documentation verifying that the animal has been spayed or neutered, or documentation from a licensed veterinarian supporting an exception to this requirement.
4. Maintaining control of the animal at all times.
5. Proper feeding, grooming, and care of the animal.
6. Immediate cleanup and proper disposal of animal waste.
7. Preventing excessive noise, aggressive behavior, or disruption to the campus community.
8. Not leaving animal alone for more than 6 hours.
9. Ensuring the animal does not pose a direct threat to the health or safety of others.
10. Allowing LRSC to inspect residence for cleanliness, damage, or pest concerns related to the animal without notification.
11. Preventing damage to LRSC property.
12. Providing emergency contact information for an off-campus caretaker.
13. Assuming full financial responsibility for any damage, injury, cleaning costs, pest treatment, or other expenses resulting from the animal.

### Housing Requirements

Students approved for a housing accommodation animal must:

1. Register the animal with the Disability Services Coordinator and Housing Office.
2. Provide documentation of required vaccinations and veterinary care.
3. Notify the LRSC if the animal is no longer needed or resides elsewhere.
4. Submit a new request if seeking approval for a replacement animal.
5. Comply with all housing and residence hall policies.

Housing assignments involving approved animals will be evaluated on a case-by-case basis. LRSC may assign a single room or make other housing adjustments when necessary to address health, safety, or accommodation concerns.

### Request Procedure

Students seeking approval for a housing accommodation animal must submit a written request to the

Disability Services Coordinator.

Students are encouraged to submit requests at least sixty (60) days prior to the desired housing occupancy date. Requests submitted with less notice will still be reviewed but may delay implementation of the accommodation.

Requests must include:

1. Documentation from an appropriately licensed healthcare professional.
2. Verification of the student's disability when not readily apparent.
3. Information describing the functional limitations caused by the disability.
4. Documentation explaining the disability-related need for the animal.
5. Information regarding any work, tasks, training, or disability-related functions performed by the animal.
6. LRSC may request additional information reasonably necessary to evaluate the disability-related need for a housing accommodation animal. Such information may include, but is not limited to:
  - a. Documentation from a licensed healthcare provider explaining the disability-related need for the animal.
  - b. A description of the specific work, tasks, training, or disability-related functions performed by the animal.
  - c. Information regarding any training, conditioning, or disability-related functions performed by the animal.
  - d. Veterinary records, including vaccination and health records.
  - e. Behavioral records or other information relevant to evaluating the animal's suitability for campus housing.

Documentation purchased solely through an online certification, registration, identification card, vest, patch, or website without sufficient individualized information from a qualified healthcare professional may be given less weight in the accommodation review process.

The Disability Services Coordinator will evaluate all requests on an individualized, case-by-case basis and will only request information reasonably necessary to determine whether the requested accommodation meets applicable legal and institutional requirements.

Denial or Removal of an Animal

LRSC may deny or revoke approval of an animal when:

1. The animal poses a direct threat to the health or safety of others.
2. The animal causes significant property damage.
3. The animal is not under the control of the owner.
4. The animal is not housebroken.
5. Required documentation is not provided.
6. The student's disability-related need for the animal cannot be established.
7. The animal's presence would create an undue administrative burden or fundamentally alter a LRSC program, service, or operation.
8. The student fails to comply with this policy after receiving notice and an opportunity to correct the issue.

When feasible, LRSC will attempt to resolve concerns before requiring removal of an animal.

Confidentiality

Information concerning a student's disability shall be treated as confidential and shared only with LRSC officials who have a legitimate educational need to know.

### Appeal Process

Students may appeal decisions regarding service animals or housing accommodation animals through LRSC's disability accommodation grievance procedure.

### **History**

Administrative Council Approved 08/18/14

College Council Approved 06/17/26