**Service Animal Policy**

Service animals may reside in College housing.

**Responsibility of Persons with Service Animals**

**Care and Supervision:** Care and supervision of the animal are the sole responsibility of the student, hereafter referred to as the Handler, who benefits from the animal’s use. The Handler is required to maintain control of the animal at all times. The Handler is responsible for ensuring the cleanup of the animal’s waste and, when appropriate, must toilet the animal in areas designated by the College. Service Animals may not be left overnight in campus housing to be cared for by any individual other than the Handler. If the Handler is to be absent from their residence hall overnight or longer, the service animal must accompany the Handler. The Handler is responsible for ensuring their service animal is contained appropriately when the Handler is not present during the day while attending classes or other activities.

**Health and Safety:** The Handler is responsible to ensure that the health and safety of others is not threatened by a service animal. Similarly, animals authorized to live in campus housing must not interfere with others’ enjoyment of the residential space (e.g., by barking, creating an unsanitary condition, etc.).

**Expectations of Faculty, Staff, Students, and Other Members of the Campus Community**

Members of the College community are expected to abide by the following practices when interacting with a service animal:

1. Allow a service animal to accompany its handler at all times and in all places on campus, except where the presence of the service animal would present an unreasonable threat to health or safety.

2. Do not touch or pet a service animal.

3. Do not feed a service animal.

4. Do not deliberately startle a service animal.

5. Do not separate or attempt to separate a handler from their service animal.

6. Do not inquire for details about a person’s disabilities. The nature of a person’s disability is a private matter.

**Removal of Service Animal**

The Handler of a service animal may be asked to remove the animal from CSB facilities if the handler or animal fails to comply with this policy. The following describes behaviors which may result in the removal of the animal:

**Disruptive Behavior:** An animal may be removed if its behavior is unruly or disruptive (e.g., barking, growling, damaging College property, jumping on people, taking food from tables, taking or damaging of personal belongings of individuals other than the Handler, running around, or displaying aggressive behavior). The Handler may be prohibited from bringing the animal on campus until the Handler takes significant and effective remedial steps to correct the animal’s behavioral problems.

**Uncleanliness:** The animal must be kept clean and free of pests**.** Handlers who fail to properly clean up and dispose of the animal’s waste may be required to remove the animal from College property. Handlers of animals that are otherwise unclean or unkempt may be required to remove the animal from College property. An animal that becomes wet from walking in the rain, snow, or mud, but is otherwise clean, is considered a clean animal.

**Responsibility for Damage and/or Uncleanliness:** Handlers of service animals are solely responsible for any damage to persons or property caused by their animal. The Handler's residence may be inspected for physical damage, fleas, ticks, or other pests. If fleas, ticks, or other pests are detected through inspection, the residence will be treated using approved fumigation methods by a College-approved pest control service. The Handler will be billed for the expense of any pest treatment. The handler's residence area may be inspected to ensure it is being properly cleaned and that sanitary and safe conditions are being maintained. If required, the Handler will be billed for the expense of the additional cleaning required.

**Procedures**

The Office of Residential Life and Housing requests that students who require a service animal provide notification in writing with as much advance notice as possible to inform the department you will have a service animal in residence. We ask that you provide notice no less than 60 days in advance of arrival to campus whenever possible so that the College is able to welcome the handler and their animal to campus. If it is not readily apparent that the individual has a disability, and that the animal is a service animal, a written notice must be sent to Residential Life and Housing. In your notice please explain the work or task that the animal has been trained to perform. The animal will not be required to demonstrate this task and no documentation of training will be required.

Students will receive confirmation from Residential Life and Housing of the receipt of their notice. Residential Life and Housing will work together with Student Accessibility Services to make any necessary preparations for the arrival of the student and their service animal to campus.

If you have further questions about this policy, please contact Student Accessibility Services at 320.363.5245 and/or Residential Life and Housing at 320.363.5580.