

**Office of Accommodation and Inclusion
Policy and Procedures for Service Animals in Training**

Introduction

A service dog in training is a dog that is in training to assist a blind person, a deaf or hearing-impaired person, or a mobility-impaired person. Handlers of service dogs in training are afforded the same rights as the handlers of fully-trained service dogs. This means that service dogs in training may attend class, accompany trainers to dining facilities, and take part in other campus activities. All service dogs in training are required to have insurance through their sponsoring non-profit special agency. Puppy raising, fostering and socialization activities are not considered training.

Any student who wishes to train a service animal must meet all requirements of this policy. A student who seeks to train a service animal must present documentation that he or she is part of an authorized or certified training program. This obligation is on-going and a later failure to meet all requirements may result in removal or exclusion of the animal.

A student who plans to serve as a trainer of a service animal in training must be housed in a house, apartment or townhouse. In the event the building residents and/or their parents register legitimate complaints about the behaviors of the service animal in training or its impact on student health, the student serving as trainer must be willing to relocate to a space designated by the Director of Housing and Residence Life or designee.

All documentation must be submitted, reviewed, and written approval of the animal must be received before an animal is able to come onto campus. Written approval will give a start date of approval to allow for relevant parties (e.g. housing, dining hall and security staff) to be notified of the new animal.

Approval is granted to each student trainer for a particular animal. If the student trainer receives a new animal, the student trainer must reapply and receive permission for that animal.

Emergency Situations

If University personnel are aware that a service animal in training is present when an emergency occurs, then the aforementioned personnel will notify the responding emergency personnel that a service animal in training is present. In the event of a building evacuation, emergency personnel may try to rescue both the trainer and the service animal in training. The service animal in training may have to be left behind in some circumstances.

Exclusion of Service Animals in Training

If a particular service animal in training behaves in a way that poses a direct threat to the health or safety of others, has a history of such behavior, or is not under the control of the handler, that animal may be excluded.

If the animal is no longer being trained to be a Service Animal (e.g. identified as a breeder or is otherwise no longer being trained as a Service Animal in Training), the animal will need to leave campus immediately.

Documentation

For a student training a service animal in training, students must:

- Present documentation of insurance from the authorized or certified training program and what work or task the animal is being trained to perform.
- A photo of the animal.
- License Requirement: the animal must meet the licensing requirement of Hancock County, OH and wear any tags designated by the county. May provide for alternative licensing for animals from out of county or state.
- Health Requirement: the animal must have been vaccinated against diseases common to that type of animal as recommended by the American Veterinary Medical Association. In addition, the animal must be otherwise in good health, i.e., no communicable diseases, open sores, with control of fleas, ticks, and related pests and odor. The university has continuing authority to direct that a service animal receives veterinary attention.
- Roommate Consent: Prior to applying, students should discuss with their roommate the potential of a Service Animal in Training living in the housing assignment to gauge their roommate's comfort level with the dog. Roommates will need to agree to living with an SAiT, prior to the animal being approved by the assistance animal committee. Roommates will receive an email from Microsoft Flow asking if they consent or do not consent to an animal living in their assigned area. If all roommates approve, student and all roommates will receive an approval email with the roommates' name(s) and timestamp who have all consented. If not all roommates consent, you will receive an email to let you know that your application cannot move forward until a change in housing assignment has occurred.

Documentation should be submitted via this [Microsoft Form](#).

Behavioral Requirements for Service Animals in Training (SAiT)

- Health and Safety: The student bringing a SAiT on campus is responsible for the safety, health, behavior and actions of the animal at all times.
 - SAiT must be immunized according to state and local regulations. If local statutes require, the service animal must wear a vaccination tag.
 - The service animal must be in good health. Trainers may be asked to leave a classroom, office or other university property if SAiT is visibly ill or becomes ill.
 - The SAiT must be clean. Temporary un-cleanliness due to weather conditions is understood.
 - Properly dispose of waste and/or litter in dumpsters and exterior trash receptacles. **NO** SAiT waste may be disposed of in interior trash receptacles, sinks, toilets or drains.

- Leash, Harness or Tether: The student must keep the SAiT on a leash/lead when working or in a space not inclusive of animals; wandering off leash is not permitted.
- Animal Behavior and Exclusions:
 - The trainer must be in full control of the animal at all times. If a particular SAiT is out of control and the handler does not take effective action to control it, or if it is not housebroken, that animal may be excluded.
 - When the trainer leaves the SAiT in a residential room unattended, the SAiT must be confined in an animal safe crate or kennel. The roommate of the trainer cannot attend to the animal in the absence of the trainer unless he or she has received the necessary training from a certified or authorized service dog training program. The roommate would have to provide relevant documentation that demonstrates he or she has received the previously stated training/certification.
 - The animal must not be allowed in spaces considered unsafe for the animal itself or spaces whereas the handler/trainer cannot control the animal through use of leash, harness or tether. Such areas include but are not limited to: medical facilities, labs, mechanical rooms, the barns or other similar locations that the animal's presence may constitute a danger or a fundamental alteration of the program or activity conducted in the area.
 - The SAiT must not obstruct or disturb any space or activity of the academic program including but not limited to: residence halls, classrooms and labs, other campus buildings or recreational areas, roads, walkways, and passages on any part of campus, legitimate campus activities and any other university programs, spaces or activities.
 - The animal must not engage in other behaviors or noises that are disruptive to others including but not limited to: excessive barking, excessive whining, excessive growling, excessive grooming, excessive sniffing people, or intrusion into the personal belongings of others, and tables in eating areas.
- Financial Responsibility of Owners and Trainers: Regardless of insurance coverage, the student serving as trainer bears the final responsibility to pay for the damages that the service animal may cause.
- Exclusion and Handler Conduct
 - First and/or minor offense- Email from the Office of Accommodation and Inclusion summarizing the allegation of noncompliance and reminding the student-trainer of the SAiT policies. Student-owner must acknowledge.
 - Second and/or moderate offense- Meeting with the Office of Accommodation and Inclusion director and the Assistant Dean of Students to discuss the allegation of non-compliance and review the SAiT policies. The student-owner must submit an action plan for the SAiT to meet the behavioral standards set forth in this document.
 - Third and/or serious offense- Meeting with the Office of Accommodation and Inclusion director and the Assistant Dean of Students to discuss allegation(s) of non-compliance and appropriateness of the SAiT to remain on campus.