

WESTMONT COLLEGE POLICY AND PROCEDURES FOR FACULTY AND STAFF REGARDING SERVICE AND SUPPORT ANIMALS ON CAMPUS

Purpose of Statement

Consistent with federal and state law, Westmont College permits assistance animals on its campus pursuant to the following policy and procedures.

Scope of Policy and Procedures

This statement of policy and procedures applies to all college faculty and staff, and is based on the policy and procedures for students regarding service and support animals on campus.

Definitions

- *Accommodation*: Any modification or adjustment in policies, practices, procedures or work/school/housing environment to enable an individual with a disability to enjoy equal access to college programming, activities and services.
- *Assistance Animal*: Assistance animal is the umbrella term which includes both service and support animals as defined below.
- *Individual with a Disability*: An individual with a disability means a person who has a physical or mental impairment that impairs one or more major life activities; has a record of having such impairment or is regarded as having such impairment.
- *Service Animal*: Service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including but not limited to physical, sensory, psychiatric, intellectual or other mental disabilities.
- *Support Animal*: Support animal means an animal that individuals with disabilities use for emotional support, well-being or comfort. A support animal need not be trained to perform any specific task.
- *User*: Individual with a disability that uses a service *or* support animal.

Using A Service Animal on Campus

Faculty and staff with disabilities who intend to use service animals on campus are encouraged but not required to contact the Provost's Office (for faculty) or Office of Human Resources (for staff) and provide the information included on the attached form.

Requesting a Support Animal on Campus

As indicated in the definitions section above, support animals are not trained to perform a specific task. Therefore, they do not qualify as service animals. Westmont permits support animals on a case-by-case basis. Faculty and staff with disabilities who wish to use a support animal on campus should complete the attached Request to Use A Support Animal form and return it to the Provost's Office (for faculty) or Office of Human Resources (for staff).

A decision on the request to use a support animal on campus will be made within ten (10) business days of the Provost's Office or the Office of Human Resources receiving a completed request.

Responsibilities of Service and Support Animal User

The care, supervision and well being of a service/support animal are the sole responsibility of the User at all times. The User of an assistance animal is responsible for any damage caused by the animal, and must take appropriate precautions to prevent injury or property damage.

Complaint Process

An assistance animal may be removed from any campus facility for unruly and/or disruptive behaviors including but not limited to:

- Excessive barking
- Repeated lack of supervision
- Aggressive behavior
- Repeated soiling in residence or not housebroken
- Improper grooming or hygiene (foul odors, fleas, excessive shedding, etc.)

Community members may contact Public Safety to report complaints and concerns in regard to noise, odor, pests, threat, or danger posed by an assistance animal. (In case of an emergency, contact 911.) The complaint or concern will be forwarded to and reviewed by the Provost or the Director of Human Resources (as appropriate). The Provost or Director of Human Resources will seek input from the User before determining whether the User will be required to rectify a problem and/or no longer bring the assistance animal to campus; this determination may be appealed to the President. Within 5 business days of receiving the complaint or concern, the Provost or Director of Human Resources will respond in writing to the person who reported the complaint or concern.

*Approved by President Beebe on September 16, 2015,
in consultation with the Executive Team*

NOTICE OF INTENT TO USE A SERVICE ANIMAL

1. Are you an individual with a disability as defined in the Policy and Procedures on Service and Support Animals on Campus?
 - Yes (*Go on to question 2*)
 - No (STOP. You are not qualified to use an assistance animal on campus.)
 - Not sure (STOP. Faculty may contact the Provost's Office, and staff may *contact the Office of Human Resources.*)

2. Will you require an animal's assistance on campus to support you?
 - Yes (*Go on to question 3*)
 - No (STOP. You do not need to complete this form.)

3. Is the animal trained to perform a specific task?
 - Yes (You are requested but are not required to provide the service animal registration information indicated below)
 - No (STOP. See the reverse side of this form.)

REGISTERING THE USE OF A SERVICE ANIMAL

Name of faculty or staff member:	
Office building and room number:	
Name of service animal:	
Description of service animal (e.g., animal type, weight, etc.):	
Description of the task the animal is trained to perform:	
Is the animal housebroken?	<input type="checkbox"/> Yes <input type="checkbox"/> No

REQUEST TO USE A SUPPORT ANIMAL

(Complete this form only if you are requesting permission to have on campus an animal not trained to perform a specific task)

1. Are you an individual with a disability as defined in the Policy and Procedures on Service and Support Animals on Campus?
 - Yes *(Go on to question 2)*
 - No **(STOP. You are not eligible to use a support animal on campus.)**
 - Not sure **(STOP. Faculty may contact the Provost’s Office, and staff may contact the Office of Human Resources.)**

2. Are you requesting permission to have the assistance of an animal for emotional support, well-being or comfort while on campus?
 - Yes *(Go on to question 3)*
 - No **(STOP. You are not qualified to use a support animal on campus.)**

3. Please provide the information indicated below *(unless already provided on the other side of this form)*.

REQUESTING THE USE OF A SUPPORT ANIMAL

Name of faculty or staff member:	
Office building and room number:	
Name of proposed support animal:	
Description of proposed support animal (e.g., animal type, weight, etc.):	
Areas on campus where you seek to use your support animal:	
Is the animal housebroken?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Documentation from a qualified medical professional indicating: <ol style="list-style-type: none"> 1. Date that your disability was diagnosed. 2. Date that a support animal was prescribed. 3. The relationship between your disability and the assistance a support animal provides. 4. How a support animal is necessary to your ability to complete your essential job functions. 	

Completed forms should be submitted to the Provost’s Office (for faculty) or the Office of Human Resources (for staff)