

6019P SERVICE ANIMALS PROCEDURE

Requests for the use of service animals at Northland Community & Technical College will be reviewed on a case by case basis.

Students:

Contact the Disability Services Coordinator on the respective campus with your request.

Employees:

Contact the Human Resources Department with your request.

A request needs to be made in advance of the attendance of a service animal in the academic or work environment. In the case of a student, upon determination of eligibility, contact will be made with the instructor(s) to notify them of the appropriate accommodation. In the case of an employee, upon determination of eligibility, contact will be made with the supervisor to notify them of the appropriate accommodation.

The following factors will be considered in regard to the individual's access to programs and services.

- If the animal is required because of a disability.
- What work or task the animal has been trained to perform.

The college will not make these inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).

If an individual notifies the College of an allergy to a service animal that is accompanying a partner/handler, the College will make reasonable attempts to balance the rights of the individuals involved and to consider the available options. Generally, allergies that are not life threatening are not a valid reason for prohibiting the presence of a service animal. Similarly, fear of animals generally is not a valid reason for prohibiting the presence of a service animal.

Date of Implementation:	Fall semester 2011
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Date & Subject of Revisions	