

Service Animal Policy

<u>Policy Number</u>	<u>Policy Name</u>
1.0	Purpose: To ensure the Health safety and independence of all members of the College Community.
2.0	Revision History: This is a new policy. (Draft #2)
3.0	Persons Affected: Faculty, staff and students.
4.0	Policy: Pets are not allowed in college buildings. Members of the College Community who have a need for a service animal should register that animal with Disability Services and Campus ADA Coordinator.
5.0	Definitions: A service animal is one who has been certified and appropriately trained to meet the specific need of an individual on our campus. This animal must be trained to interact with the public, and must be working while the animal is with its owner on campus. Service animals in training must be with their trainer at all times. ADA Coordinator is the person on campus with responsibilities for over site and implementation of the Americans with Disabilities Act.
6.0	Responsibilities: It is the responsibility of the owner/trainer to register the service animal with Disability Services at the beginning of each academic year. The service animal training certification along with. Medical documentation defining the need for a service animal must be presented at this time and will remain on file through out the student, faculty or staff member's tenure at the college.
7.0	Procedures: Once the documents have been reviewed and the Service Animal is registered on campus the owner/trainer must keep then on the appropriate lead for the working day. The animal is needed to provide a specific service for a member of the College Community, and must be with the owner trainer, and prepared to work at any point.
	Optional Documentation:

GUIDELINES FOR PERSONAL ATTENDANTS/ASSISTANTS IN CLASSROOMS AT QUINSIGAMOND COMMUNITY COLLEGE

These guidelines are created to address non-students attending classes at Quinsigamond Community College to meet the healthcare or behavioral needs of a student in that same classroom.

The need for Personal Attendants/Assistants will be identified by a neutral third party such as a clinical practitioner or physician. Since these services are not covered by ADA, assessing the need for such services by QCC's Disability Services would create a conflict of interest for the Office. Service provision may need to be coordinated between Disability Services and personal assistants for students receiving classroom adjustments through Disability Services.

Documentation of need for Personal Assistants will be kept on file in the _____ Office. The documentation of need will be valid for one academic year.

The scope of service should be clearly defined in the documentation. Faculty with concerns about the behavior or scope of service provided possibly unwarranted service can and should address those issues with the Personal Attendant/Assistant directly. Should this initial conversation bring no resolution to the issues effecting the teaching environment, the faculty can bring their concerns through _____ (College Discipline Process?)