



ILLINOIS WESLEYAN UNIVERSITY

SERVICE ANIMAL POLICY STATEMENT

Illinois Wesleyan University is committed to providing a safe, welcoming and accessible campus for students with disabilities who require the use of a service animal. The Americans with Disabilities Act Amendments Act of 2008 (ADAAA) defines **service animal** as any dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the handler's disability. As an accommodation under the Americans with Disabilities Act of 1990 (ADA) and the ADAAA, service animals are permitted in on-campus housing. Further, students with disabilities are permitted to be accompanied by their service animal to ensure that they are provided equal access to programs and activities with the same opportunities to become full and participating members of the University community. The University will allow a service animal to accompany the student at all times on University grounds or facilities except where animals are specifically prohibited due to safety or health restrictions, or where the animal may be in danger, or the integrity of research may be compromised due to the presence of chemicals and/or organisms. Exceptions to restricted areas may be granted on a case-by-case accommodation basis by contacting the Coordinator of Disability Services.

While there is no requirement to document the disability and need for a service animal as an accommodation, any student who is registered to take classes at IWU who uses a service animal must complete the following:

- Provide the Coordinator of Disability Services with current and up-to-date vaccination records for the service animal.
- The animal must wear the appropriate tags indicating compliance with all required immunizations. Further, it is strongly recommended that service animals wear visible insignia appropriate to the type of service: (e.g. harness for a guide dog, orange leash for a hearing dog, yellow vest for a service dog) to distinguish the presence of the service animal.
- Sign a release to allow the Coordinator of Disability Services to discuss information relevant to service animal with designated Office of Residential Life (ORL) staff.
- Sign this **service animal policy statement**.

The following guidelines apply to any student ("service animal owner") with a service animal at IWU:

1. Service animals must never be let out of the residence hall room without being attended and under the control of the owner. This means the animal must be on a leash or in a carrier or cage. The owner is liable for all actions of the service animal and should be in total control and restraint of the service animal at all times.
2. The service animal may not disrupt others by unreasonable noises, odors, or other behaviors.
 - a. The service animal must not be unduly disruptive or pose an immediate threat to others. The Coordinator of Disability Services, Assistant Dean of Students for Campus Life, or Associate Director of Residential Life shall be responsible for making such determinations about the service animal's conduct with the residence halls. If a decision is made that the service animal has been unduly disruptive or poses an immediate threat to others, the animal must be removed immediately.
 - i. The owner may appeal the decision in writing to the Coordinator of Disability Services, the Assistant Dean of Students for Campus Life or the Associate Director of Residential Life.

- ii. A decision on the written appeal will be made within five business days of receipt of appeal and will be final.
 - b. In the event that the Coordinator of Disability Services, the Assistant Dean of Students for Campus Life or the Associate Director of Residential Life determines that the service animal should be removed from campus as a result of disruptive behavior, or if service animal is not maintained in an appropriate manner in regard to odor, cleanliness, and a disease-free environment, the owner shall be given written notice to remove the animal within 2 business days. The owner will have 1 business day to respond. The response, if any, will be reviewed and a final decision will be made within the same 2 business day period. The decision of the Coordinator of Disability Services, Assistant Dean of Students for Campus Life or Associate Director of Residential Life shall be final.
3. Necessary precautions should be made for Physical Plant and other University personnel to enter the residence hall when the owner is not present. The service animal must be caged or crated, or removed from the room, during the time the University personnel are in the room. The University is not liable if the service animal escapes during one of these visits.
 4. Roommates and/or suite-mates of the service animal owner will be notified about the service animal approved for the room/suite.
 5. In the event other residents are negatively impacted by the service animal (e.g. phobias, allergies, etc.), then in that event, the Coordinator of Disability Services, Assistant Dean of Students for Campus Life and/or Associate Director of Residential Life, will coordinate with the residents involved to resolve the situation, which, resolution may involve one or more of the residents being required to move from his/her living space and/or residence hall.
 6. To ensure a positive residential community, the service animal owner is responsible for instructing others on appropriate interactions with the service animal.
 7. The service animal owner is responsible for any damages caused by his/her service animal. Owners will pay any cost to repair damages caused. Any damages caused will be charged to the service animal owner's student account.
 8. A room condition report (RCR) of the service animal owner's living space will be completed prior to the service animal being allowed in such living space.
 9. At check out, a walk-through with the original RCR will be completed to determine if damages have occurred and, if so, the charges that need to be assessed. These charges may include (but are not limited to) any extra carpet, drapery, furniture cleaning, or vacuuming that is required due to the presence of the service animal. A pre-checkout walk will be performed by a designated ORL staff member approximately two weeks prior to check out to determine if damages have occurred and if additional cleaning appears necessary.
 10. A service animal owner is responsible for regular care and cleaning of the service animal, as well as the area in which it is maintained in order to avoid damage to University facilities, odor, or disease (including, but not limited to, flea and/or tick infestation) and in a manner such that living space cleanliness is the same as living spaces without a service animal. If a situation occurs that requires emergency clean-up, University staff will perform such clean-up at the rate of \$35 per hour, which will be charged to the service animal owner's student account.

11. The service animal owner is responsible for properly containing and disposing of animal waste.
 - a. Animal waste (e.g. dog feces) must be immediately retrieved by the owner, placed in a plastic bag and securely tied before being disposed of in outside trash locations.
 - b. If a situation occurs that requires emergency clean-up, University staff will perform such clean-up at the rate of \$35 per hour, which will be charged to the service animal owner's student account.

12. If the owner takes vacation or has extended leave (more than 24 hours), the service animal must be removed from campus.

13. The service animal owner shall notify the Residence Director On-Duty at 309-319-6381 immediately if his/her service animal is missing and cannot be located.

14. ORL has the right to inspect the service animal owner's living space to investigate complaints or concerns and/or to confirm the service animal owner's compliance with the provisions of this policy statement.

15. All liability for the actions of the service animal (damage, bites, scratches, running away, etc.) are the responsibility of the owner. The service animal owner is strongly encouraged to consider obtaining renter's and/or liability insurance in connection with the approval of his/her request to provide coverage for any damages to property or person as a result of the maintenance of the service animal.

By the signature below of the service animal owner, he/she understands and agrees that should any of the terms and conditions of this service animal policy statement be violated, IWU may prohibit the service animal owner from maintaining a service animal on campus upon written notice to the service animal owner.

 Service Animal Owner Name (Printed)

 Phone Number

 Service Animal Owner Signature

 Date

Please complete the following:

Service Animal Name (please print): _____

Type of Service Animal (please print): _____

Contact the following in case of emergency with my service animal:

 Name and Relation to Service Animal Owner

 Phone Number