

	Assistance Animal	
Student Services	Administrative Policy & Procedure TBD	September 2017 Page 1 of 5

1.0 Objective

Columbia Basin College (“CBC” or “the College”) complies with the spirit and letter of state and federal laws, regulations and executive orders pertaining to civil rights, equal opportunity and affirmative action including the Americans with Disabilities Act (“ADA”), Section 504 of the Rehabilitation Act of 1973, and the Fair Housing Act. This Policy is aligned with the College’s broader mission to provide meaningful educational opportunities, and ensuring that students with disabilities can participate in and benefit from CBC services, programs, and activities.

CBC provides reasonable accommodations to student residents with disabilities in its Residence Life Program whenever there is a disability-related need for the requested accommodation. A disability-related need for a requested accommodation exists when there is an identifiable relationship, or nexus, between the requested accommodation and the student resident’s disability.

This policy addresses assistance animals and applies to facilities owned by the College or under its control (“College premises”). Only assistance animals that meet the guidelines outlined below will be exempt from CBC policies which otherwise prohibit having animals of any type on College premises.

2.0 Definitions

- 2.1 Assistance animal, also known as an emotional support or companion animal, means an animal that is necessary to provide emotional support, well-being, comfort, or companionship that alleviates one or more identified symptoms or effects of a person's disability. This includes therapy animals which are owned by a therapist, who uses the animal as a component of therapy for a person with a disability. An assistance animal is not the same as a service animal in that it is not individually trained to do work or perform tasks for the benefit of an individual with a disability.
- 2.2 Disability means a physical or mental impairment that substantially limits one or more of the major life activities.
- 2.3 Owner means the student resident who has requested the disability accommodation and has received approval to bring an assistance animal into CBC’s Residence Life Program.
- 2.4 Pet means an animal kept for ordinary use and companionship. A pet is not considered an assistance animal and is not covered by this Policy or permitted anywhere on College premises.
- 2.5 Student resident means a CBC student who resides in CBC’s Residence Life Program.

3.0 Reasonable Accommodation

- 3.1 Student residents with disabilities may be allowed reasonable accommodation for assistance animals within the Residence Life Program. CBC's Resource Center Disability Services ("Resource Center") and Residence Life staff work together with student residents to provide reasonable accommodations in the Residence Life Program.
- 3.2 Assistance animals are not allowed on any College premises other than the Residence Life unit to which the owner is assigned.
- 3.3 The College may assign the owner with the assistance animal to a single room without a roommate upon availability.
- 3.4 The owner must provide [written consent](#) for the College to disclose information regarding the request for and presence of the assistance animal to those who may be impacted by the presence of the animal including, but not limited to, Residence Life personnel, potential and/or actual roommate(s) or neighbor(s). Such information shall be limited to the presence of the animal as an accommodation for a disability, and shall not include details related to the owner's disability.

4.0 Request for Reasonable Accommodation

- 4.1 Accommodation requests for an assistance animal must be made prior to moving into the Residence Life Program. No assistance animal may be kept in Residence Life prior to receiving approval as a reasonable accommodation pursuant to this Policy. If the need for an assistance animal arises after moving into Residence Life, the student resident must contact the Resource Center as soon as practically possible to request the accommodation.

CBC Resource Center
Physical Address: T-Building, Room TD 403
Mailing Address: 2600 North 20th Avenue, MS-S3
Pasco, WA 99301-3379
Email: rcdesk@columbiabasin.edu
[Resource Center Webpage](#)
Phone: (509) 542-4412 or ext. 2252

- 4.2 Procedure for Requesting a Reasonable Accommodation:
 - 4.2.1 Contact the Resource Center to schedule an intake appointment.
 - 4.2.2 Complete the Request for Reasonable Accommodation form and provide it to the Resource Center as soon as possible.
 - 4.2.3 During the intake appointment, the Resource Center staff will work with the student resident to address their reasonable accommodation needs, discuss the College's policies and procedures regarding reasonable accommodations, and provide the student resident with forms to document their need for the reasonable accommodation, such as the authorization to release information and verification by their qualified professional.

- 4.2.4 Provide the Resource Center with the verification form completed by the student resident's qualified professional, the animal's vaccination records, and any other relevant documentation if needed to help support the accommodation request.
- 4.2.5 The Resource Center will evaluate the requested accommodation to determine whether it is necessary and reasonable, and will notify the student resident via their CBC student email.
- 4.3 Reasonable Accommodation Request forms are available at the Resource Center. Please contact the Resource Center staff if you require assistance to complete the form or if you wish to make the request orally. The College will keep a record of all requests.

5.0 Determination of Reasonableness

The Resource Center will consider factors including the following to determine whether the presence of the animal is reasonable or to determine housing assignments:

- 5.1 Whether the size of the animal is too large for available assigned housing space;
- 5.2 Whether the animal's presence would force another student resident from housing (e.g. serious allergies);
- 5.3 Whether the animal's presence otherwise violates other student residents' right to peace and quiet enjoyment;
- 5.4 Whether the animal is housebroken or is able to live with others in a reasonable manner;
- 5.5 Whether the animal's vaccinations are up-to-date;
- 5.6 Whether the animal poses or has posed a direct threat to the owner or others such as with aggressive behavior or causing injury; or
- 5.7 Whether the animal causes or has caused excessive damage to College premises beyond reasonable wear and tear.

6.0 Approval of Accommodation

If a requested accommodation is determined to be necessary and reasonable, the Resource Center will provide notification via the owner's Columbia Basin College student email. Resource Center and Residence Life staff will work with the owner to implement the accommodation.

7.0 Denial of Accommodation

A request for accommodation may be denied if it is unnecessary and/or unreasonable. An accommodation is unreasonable if it: (1) imposes an undue financial and/or administrative burden; (2) fundamentally alters the College policies or programs; (3) poses a direct threat to the health and safety of others or would cause substantial damage to the property of others; and/or (4) is otherwise unreasonable to the operation of CBC or its Residence Life Program.

- 7.1 If it has been determined that the requested accommodation is necessary but unreasonable, the Resource Center will contact the student resident in writing via their Columbia Basin College student email, and engage in an interactive process with the student resident to

determine if there are alternative accommodations that might effectively meet the their disability-related needs.

- 7.2 If the student resident is unwilling to accept any alternative accommodation or there are no alternative accommodations available, the Resource Center will provide verbal and written notification to the student resident of the denial, the reasons for the denial, the right to appeal the decision, and the appeals process. The written notification shall be provided via the student resident's Columbia Basin College student email.

8.0 Owner's Responsibilities

- 8.1 The owner must fully cooperate with CBC personnel to meet the terms of this Policy and develop procedures for the care of the animal (e.g., cleaning, feeding/watering the animal, using designated outdoor relief areas where available, disposing of feces, etc.).
- 8.2 The animal must be properly housed and restrained or otherwise under the dominion and control of the owner at all times. No owner shall permit their animal to go loose or run at large. If an animal is found running at large, the animal is subject to capture, confinement and immediate removal from College premises.
- 8.3 The owner must abide by current city, county, and state ordinances, laws, and/or regulations pertaining to animal control, health and safety, and vaccination. It is the owner's responsibility to know and understand these ordinances, laws, and regulations. CBC has the right to require documentation of compliance with such ordinances, laws, and/or regulations, which may include current immunization records or certificates as applicable.
- 8.4 The animal must be housebroken.
- 8.5 The owner is required to clean up after and properly dispose of the animal's waste in a safe and sanitary manner and, when provided, must use designated animal relief areas.
- 8.6 The owner is required to ensure that the animal is well cared for at all times. Evidence of mistreatment or abuse may result in removal of the animal.
- 8.7 The owner is responsible for any injuries or damage caused by the animal.
- 8.8 All student residents of CBC Residence Life Program are subject to charges for damage to the facilities and furnishings beyond normal wear and tear. This includes pest control treatments beyond standard pest management for the housing facility. If fleas, ticks or other pests are detected during Residence Life housing inspections, the residence will be treated using approved fumigation methods applied by a pest control service selected by CBC. The owner's student account will be billed for these expenses.
- 8.9 The animal may not be left overnight in Residence Life housing to be cared for by any individual other than the owner. If the owner is to be absent from the Residence Life housing overnight or longer, the animal must accompany the owner.
- 8.10 The owner is responsible for ensuring that the assistance animal is contained, as appropriate, when the owner is not present during the day while attending classes.
- 8.11 The assistance animal must be contained within the owner's assigned room except for instances when the owner is taking the animal out for natural relief.

- 8.12 When an assistance animal is outside the owner's assigned housing unit, it must be in an animal carrier or controlled by a leash or harness.
- 8.13 The owner must notify the Resource Center in writing if their assistance animal is no longer needed in the Residence Life Program. If the owner needs to replace an assistance animal, the procedures in this Policy must be followed to request accommodation of the new animal.

9.0 CBC's Responsibilities

- 9.1 Immediately report any disruptive behavior (e.g., excessive barking, being out of control, disrupting the activities of students, faculty or staff) to Campus Safety & Security ("Campus Security") at 542-4777, ext. 7777. If such behavior persists, the animal may be removed and/or suspended from campus housing.
- 9.2 Immediately report violations of this Policy regarding cleanliness, mistreatment or abuse of an assistance animal to Campus Security. If such behavior persists, the animal may be removed and/or suspended from College premises.
- 9.3 Contact Campus Security if an animal causes any injury to students, employees or members of the public.
- 9.4 Direct questions regarding a student's use of an assistance animal to the Resource Center at 542-2252, ext. 2252, Residence Life staff, or Campus Security, 542-4777, ext. 7777.

10.0 Removal

- 10.1 The owner may be required to remove the animal from CBC premises for any one of the following reasons based on the behavior of the particular animal on a case-by-case basis:
 - 10.1.1 The animal poses a direct threat to the health or safety of others or causes substantial property damage to the property of others, including College property;
 - 10.1.2 The animal's presence results in a fundamental alteration of a College program;
 - 10.1.3 The owner does not comply with CBC policies; or
 - 10.1.4 The animal or its presence creates an unmanageable disturbance or interference with the College community.
- 10.2 Should the assistance animal be removed from the premises for any reason, the owner is expected to fulfill their housing obligations for the remainder of the housing contract.

11.0 Conflicting Disabilities

If an individual has a disabling condition that involves an allergic reaction to the assistance animal, they should contact the Resource Center to report the concern and request a reasonable accommodation. The needs of both the individual with the assistance animal and the individual with the allergy will be addressed to resolve the conflict as efficiently and expeditiously as possible.

12.0 Grievance

- 12.1 Discrimination Grievance. Any student who believes they have been the subject of discrimination based on disability protected class status may file a grievance with the ADA Coordinator according to the procedures set forth in CBC's [Non-Discrimination & Harassment Policy and Grievance Procedure](#) located on the College's website.
- 12.2 Other Discrimination Complaint Resources. Discrimination complaints may also be filed with the following state and federal agencies:
 - 12.2.1 [Washington State Human Rights Commission](#)
 - 12.2.2 [US Department of Education Office for Civil Rights](#)
 - 12.2.3 [Equal Employment Opportunity Commission](#)

13.0 Confidentiality and Recordkeeping

- 13.1 In processing requests for reasonable accommodations, CBC will take all steps required by federal, state, and/or local law to protect the confidentiality of any information or documentation disclosed in connection with the requests. Any information or documentation regarding a student's disability is confidential and access to the information and documentation is limited to individuals specifically designated to determine and implement the request for reasonable accommodations. These individuals will disclose the information only to the extent necessary to determine whether to grant the request, determine if the request is unreasonable, and implement any request granted.
- 13.2 All written requests and accompanying documentation will be kept in a secure area to which only those designated individuals have access, except as otherwise required by law.
- 13.3 In responding to inquiries regarding the presence of the animal on the College premises, CBC may acknowledge the presence of the assistance animal and explain that an assistance animal may be permitted as a reasonable accommodation for a disability.

14.0 Non-retaliation

CBC will not retaliate against any individual because that individual has requested or received a reasonable accommodation in CBC's Residence Life Program.

15.0 Contacts

- 15.1 Resource Center, T Building, (509) 542-4412, ext. 2252
- 15.2 Residence Life, Skyhawk Hall, (509) 542-4803
- 15.3 Campus Safety & Security, V Building, (509) 542-4777, ext. 7777
- 15.4 ADA Coordinator, Human Resources Office, (509) 542-5548, ext. 2348
- 15.5 Office of the Vice President of Student Services, (509) 542-4761, ext. 2761