



Student Success

Accommodation & Disability Services

Service Animals on Campus

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Part I: Definitions

Service Animals: A service animal, defined by Title II and Title III of the ADA (Americans with Disabilities Act), means any dog that is 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. Examples of animals that fit the ADA's definition of "service animal" because they have been specifically trained to perform a task for the person with a disability:

- Guide Dog or Seeing Eye® Dog
- Hearing or Signal Dog
- Psychiatric Service Dog
- SSigDOG (sensory signal dogs or social signal dogs)
- Seizure Response Dog

Under Title II and III of the ADA, service animals are limited to dogs. However, entities must make reasonable modifications in policies to allow individuals with disabilities to use miniature horses if they are individually trained to do work or perform tasks for individuals with disabilities.

Service Animals in Training: Georgia law ([§30-4-2](#)), provides that individuals accompanying dogs being trained to be Service Animals are to be given the same degree of access that is entitled under federal law for a person with a disability who is assisted by a Service Animal, as long as the person training or raising a service animal identifies as an agent or employee of a school for service dogs and provides documentation.

The ADA does not cover service animals in training under Titles II and III, which apply to public accommodations and state and local government services.

Handler: A student with a disability who receives assistance from a Service Animal or a personal care attendant who handles the Service Animal for a student with a disability, or a student trainer of a Service Animal in Training.

Alternate Custodian: Refers to a person who is designated to care for the service animal in the event the primary handler is unable to do so, such as during illness or other circumstances. Alternate Custodians are not authorized to have a service animal under their care until designated to do so by the handler and all documentation has been provided to Accommodation & Disability Services.

Assistive(or Emotional Support) Animal: Please see the [ESA policy located here](#).

Part II: General Rules

Access to Campus Areas

The college generally permits Service Animals in all areas the Handler is allowed. A Service Animal may be restricted from areas of the college when consistent with other college policies, state or federal laws, or regulations. Examples of these areas may include:

- Food preparation areas,
- Animal research facilities and grounds,
- Medically sensitive patient and clinical areas, and
- Biologically sensitive or hazardous research sites.

If a Service Animal is restricted from certain areas, the Handler must be provided equivalent accommodations provided by the Service Animal. Accommodation & Disability Services will evaluate and coordinate reasonable accommodations in this circumstance.

Non-student Handlers with Service Animals visiting the college are welcome in all areas open to the general public, including specific events held in reserved classrooms or lecture halls.

General Responsibilities of Handlers

Any Handler with a Service Animal in College Housing must abide by local, state, and federal ordinances, laws, and/or regulations pertaining to licensing, vaccination, and other requirements for animals. It is the Handler's responsibility to know and understand these ordinances, laws, and regulations. The college has the right to require documentation of compliance with vaccination requirements and state dog license requirements. The college may not ask for documentation or evidence that a Service Animal is licensed as, or has been trained to be, a Service Animal.

Handlers with Service Animals living in College Housing may not transfer daily care responsibilities for their Service Animal to another person. Such care includes feeding, exercising/walking, waste cleanup, and supervision of the Service Animal outside of the Handler assigned residence hall room. The common area of the suite or apartment is outside the handler-assigned private room and, therefore, requires the Handler to supervise their Service Animal in that area.

Overnight care of the Service Animal in College Housing by another person in the absence of the Handler is prohibited. The Service Animal must be taken out of College Housing whenever the Handler does not remain overnight in their assigned College Housing room, including, but not limited to, the Handler's weekend travel plans or mid-semester breaks and all other designated periods when students leave College Housing overnight.

The college may charge a Handler for any damage caused by their Service Animal beyond reasonable wear and tear to the same extent that other individuals are charged for damages. The Handler's living accommodations in College Housing may be inspected for fleas, ticks, or other pests, if necessary, as part of the college's standard or routine inspections. If fleas, ticks, or other pests are detected through inspection, the residence will be treated by a college-approved pest control service. The Handler will be billed for the expense of any pest treatment above and beyond standard pest management in the residence halls. The college reserves the right to bill the Handler's account for unmet obligations under this provision.

Emergency Situations

In the event of an emergency evacuation, the Handler is responsible for the safe removal of their Service Animal. College personnel are not required to provide care or food for any Service Animal, including, but not limited to, removing the Service Animal during an emergency evacuation (e.g., fire alarm). Emergency personnel will determine whether to remove a Service Animal and are not responsible for the care, damage to, or loss of the Service Animal. If an emergency occurs and the Handler is not with their Service Animal, then the situation may necessitate leaving the Service Animal behind until the area is safe for return by proper authorities.

Service Animal Waste Cleanup

1. **Outdoor Waste:** Cleaning up after the Service Animal is the sole responsibility of the Handler. The Handler must abide by the following guidelines:
 - a. Always take the Service Animal to an appropriate, designated area for it to relieve itself.
 - b. Always carry equipment sufficient to clean up the Service Animal's feces whenever the animal is outdoors on campus.
 - c. Properly dispose of outdoor waste in appropriate containers.
 - d. Contact the designated staff if arrangements are needed to assist with clean up. Any cost incurred for doing so is the sole responsibility of the Handler.
 - e. A per occurrence fine may be assessed to Handlers who fail to dispose of their animal's waste properly.
2. **Indoor Waste:** Any animal waste inside the residential building must be removed immediately and the area cleaned by the Handler. The Handler is to arrange for immediate removal of fecal matter or other animal waste if unable to perform the task. Sanctions and/or fines may be assessed to Handlers who fail to dispose of and clean up their service animal's waste properly.

Conflicting Disabilities

Some people may have serious allergic reactions to animals, causing substantial impairment, which qualifies as a disability. The college will consider the needs of both the individual with a disabling animal allergy and the Handler in meeting its obligations to reasonably accommodate all students with disabilities and to resolve the issue as efficiently and expeditiously as possible.

Students requesting accommodations for animal-related allergies should contact [Accommodation & Disability Services](#).

Health & Safety Requirements

If a Handler is residing within College Housing with their Service Animal, they must provide health and safety information about their Service Animal to ABAC to ensure the safety of their animal, other residents and members of the ABAC community, and other animals within College Housing.

Updated health and safety forms are required to be submitted each year if a Service Animal is returning to college housing. All health and safety forms should be submitted before moving back into college housing for a new academic year. Forms and additional information are available from [Accommodation & Disability Services](#).

Part III: Service Animals

Inquiries Regarding Service Animals

Handlers are strongly encouraged to schedule an appointment to meet with Accommodation & Disability Services (ADS) to discuss issues related to animal control, waste cleanup, and other responsibilities. The Handler should bring their Service Animal with them to the scheduled meeting.

The College will not ask about the nature or extent of a person's disability but may make the following inquiries to determine whether an animal qualifies as a Service Animal:

- Is the animal required because of a disability?
- What work or task has the animal been trained to perform?

The College cannot require documentation of proof that the Service Animal has been certified, trained, or licensed as a Service Animal. Generally, the College may not make any inquiries about a Service Animal when it is readily apparent that the 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 aiding with stability or balance to an individual with an observable mobility disability).

ADS can provide resources to assist in addressing inquiries from faculty and staff about Service Animals. A Handler may meet with ADS if they wish to discuss specific concerns.

Specific questions related to the use of Service Animals on the College's campus by employees should be directed to Human Resources at 229-391-4890.

Notice Requirement to have a Service Animal in Housing

A Handler who resides, or will be residing, in College Housing and wants to have a Service Animal live with them should schedule an appointment to meet with ADS to determine if the animal qualifies as a Service Animal pursuant to the definition provided in this policy. If the animal meets the definition of a Service Animal, ADS will:

- Discuss and review restrictions on animal control, waste clean-up, and other responsibilities;
- Help the student complete the required College Housing steps; and
- Provide the Handler with the required health and safety forms.

All Handlers who make a formal request to have a Service Animal in College Housing must have a current housing placement for the term (building and room number) or have applied to College Housing for the upcoming term. ADS cannot review a housing request for a Service Animal if neither one of these conditions is met.

After the Handler has met with ADS and completed the required paperwork, ADS will notify the Handler and College Housing by email that the Service Animal has been approved to reside in College Housing.

Handlers with a Service Animal in College Housing are required to maintain all legally mandated licenses for the Service Animal and ensure they are kept current. The Handler must provide a copy of the license(s) to the university upon request. *NOTE: Handler is not required to have or keep evidence that their Service Animal is or has been trained to be a service animal.

The Handler is allowed to keep their Service Animal if they reside in College Housing for the designated term. The Handler must notify ADS in writing at ads@abac.edu if they no longer have the Service Animal, leave College Housing, or replace their Service Animal.

Renewal of Service Animal Housing Approval

The Service Animal approval process coincides with the current academic year's housing contract. Therefore, Handlers who have been approved to have a Service Animal in College Housing should complete and sign a new Service/Assistive Animal Residential Contract for

each academic year they wish to continue having the Service Animal in College Housing. All renewal forms must be submitted before moving into College Housing for the new academic year. They are available from ADS in person or by contacting the office at 4229-391-5132 or via email at ads@abac.edu.

Responsibilities of Handlers

1. **Service Animal Identification:** All Handlers with a Service Animal must ensure that their animal wears appropriate service animal identification at all times while in College Housing. Acceptable forms of identification include but are not limited to, a service animal vest, harness, ID tag, ABAC Service Animal leash, or badge that clearly indicates the animal's status as a Service Animal. This identification helps distinguish service animals from assistive or emotional support animals. Failure to comply with this requirement may result in a review of the animal's housing accommodation.
2. **Service Animal Control:** The Service Animal must always respond to voice or hand commands and be under the full control of the Handler. Consistent with applicable federal and state laws, a Service Animal should always be on a leash or harness unless the Handler's disability prohibits the use of a leash or harness or the use of a leash or harness would interfere with the Service Animal's safe, effective performance of required work or tasks. In this case, the Service Animal must be under the effective control of the Handler by voice control, hand signals, or other effective means. Any Handler approved to have a Service Animal in College Housing must meet the requirements for animal health and behavior set forth in this policy, in addition to those provided for in their Housing Agreement and the Service Animal Residential Contract.
3. **Service Animal Etiquette:** The Service Animal should be generally unobtrusive to other individuals and to the College's learning, living, and working environments unless it is part of the service, work, or task that is being provided to the Handler. Thus, the Handler must ensure that the Service Animal does not:
 - Actively seek the attention of other people.
 - Sniff people, dining tables, food service bars, or the personal belongings of others.
 - Display any behaviors or noises that are disruptive to others unless it is part of the service, work, or task that is being provided to the Handler.
 - Block an aisle or passageway for emergency/fire egress.
 - Cause physical harm to humans or other animals.
 - Destroy property of the college, staff, faculty, or other students.

Each Handler is responsible for any damage or injuries caused by their Service Animal. Accordingly, Handlers must take appropriate precautions to prevent property damage or

injury. The cost of care, arrangements, and responsibilities for the well-being of a Service Animal is always the sole responsibility of the Handler.

Handlers residing in College Housing must maintain a healthy and clean living environment for their Service Animal. Any environmental or noise issues brought to the Handler by College Housing staff or other College officials must be addressed immediately by the Handler.

Removal of Service Animal

A Handler may be directed to remove their Service Animal for any of the following reasons:

- **Out of Control Service Animal:** A Service Animal that is out of control and the Handler does not take effective action to control it. If improper behavior happens repeatedly, the Handler may be prohibited from bringing the Service Animal into any College facility until the Handler can demonstrate that they have taken significant steps to mitigate the improper behavior.
- **Non-housebroken Service Animal:** A Service Animal that is not housebroken.
- **Direct Threat:** A Service Animal that is a substantial and direct threat to the health and safety of individuals. This may occur due to an extremely ill animal, a significant lack of cleanliness in the animal, or the presence of an animal in a sensitive area, such as a medical facility, certain laboratories, or mechanical or industrial areas.

The College will determine whether a Service Animal must be removed on a case-by-case basis. When a Service Animal is removed, ADS will work with the Handler to find alternative opportunities to participate in the service, program, or activity without having the Service Animal on the premises.

Public Etiquette towards Service Animals

Faculty, staff, students, and visitors should avoid the following behaviors:

- Petting a Service Animal, as it may distract them from the task at hand.
- Feeding a Service Animal.
- Deliberately startling a Service Animal.
- Separating or attempting to separate a Handler from their Service Animal.

Part IV: Grievances

Any Handler who believes that an accommodation decision was the result of procedural error, substantive error, or bias may file a Disability Accommodation Appeal. Handlers who believe that they have been discriminated against based on disability should contact the College's ADA Coordinator at ads@abac.edu.

Part V: Student Conduct Referral Process

A Handler who fails to meet or violates the applicable rules and requirements of this policy may be referred to the Dean of Students Office for a conduct violation and appropriate sanctions.



Service Animal Registration Form

Student Name:

Date of Birth:

ABAC ID#:

Phone Number:

ABAC Email:

Address:

Do you have a disability as defined by the ADA?

___ yes ___ no

Is this animal certified as a service animal (or service animal in training) through a national certifying agency?

___ yes ___ no

Name of Agency:

Phone:

Email:

Contact Person:

NOTE: A person training or raising a service animal must identify as an agent or employee of a school for service dogs and provide documentation.

Is this service animal trained to perform a specific task that is directly related to your disability?

___ yes ___ no

What task(s) does the service animal perform?

- 1.
- 2.
- 3.
- 4.

Name of Animal:

Type of Animal:

Current vaccinations? _____ **yes** _____ **no**
(please attach vaccination documentation)

____ **The above information is true and complete. I understand that any changes to this information will require a new registration.**

Date registered:

Registered by:

Leash Provided: _____ **yes** _____ **no**

I have read and understand the conditions outlined in this agreement. By my signature, I certify that I agree to abide by all terms and conditions described within this document and the ABAC Service Animal Policy. I understand this agreement is in effect for contract dates _____ to _____ and will be subject to review in subsequent terms.

Signature:

Date:

Service Animal Alternate Custodian

Alternates are all persons accompanying the service animal on behalf of the service animal's handler as defined by the ABAC Service Animal Policy.

Alternate

Name:

ABAC ID# (if applicable):

Phone:

Address:

Email:

Handler

Name:

ABAC ID#:

Phone:

Address:

Email:

Alternate Certification:

I hereby certify that I am performing duties regarding a service animal as assigned and instructed by a Handler and that at all times, I will perform my duties in strict accordance with applicable federal and state laws and ABAC policies. I attest that all information contained herein is accurate and further understand and agree that I am personally responsible for the Service Animal being registered when in my care. I further agree to submit an amended registration in a timely manner if any information herein changes. I acknowledge that I have received a copy of the ABAC Service Animal Policy and understand that my failure to comply with it could result in disciplinary action under applicable ABAC policies.

Alternate Signature:

Date:

Handler Signature:

Date: