



Student Name:		Campus:	Meeting Date:
Student ID:		Room:	File Date:
Term:		Staff Name:	

**MPCC Residential Accommodation Process for Assistance Animal Agreement**

Mid-Plains Community College (MPCC) recognizes the importance of Service and Assistance Animals to individuals with disabilities. The following process has been established to ensure reasonable accommodations for residents who demonstrate a need for Service or Assistance Animals in MPCC residence halls. The requirements, guidelines, and appropriate protocols for receiving residential accommodations and keeping Service or Assistance Animals in the residence halls are set forth below.

MPCC reserves the right to amend this process. Notice of procedural changes will be given consistent with Mid-Plains Community College’s standard means of communication.

Although MPCC will attempt to provide reasonable accommodation for students participating in this process, we cannot anticipate every possible circumstance. If a student believes his or her disability has not been reasonably accommodated, please contact MPCC Disability Services and/or Residence Life, and we will review the situation.

**Section I. Definitions**

**A. Service Animal**

Per the Americans with Disabilities Act regulations at 28 CFR 35.104, a Service Animal is any dog or miniature horse 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. Other species of animals, whether wild or domestic, trained or untrained, are not Service Animals for the purposes of this definition. The work or tasks performed by a Service Animal must be directly related to the individual's disability.

Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

**B. Assistance Animal**

Per FHEO Notice 2013-01, an Assistance Animal is not a pet. It is an animal that works, provides assistance, or performs tasks for the benefit of a person with a disability, or provides emotional support that alleviates one or more identified symptoms or effects of a person's disability. Assistance Animals perform many disability-related functions, including but not limited to, guiding individuals who are blind or have low vision, alerting individuals who are deaf or hard of hearing to sounds, providing protection or rescue assistance, pulling a wheelchair,



fetching items, alerting persons to impending seizures, or providing emotional support to persons with disabilities who have a disability-related need for such support. While dogs are the most common type of Assistance Animal, other animals can also be Assistance Animals.

**C. Pet**

A pet is an animal kept for ordinary use and companionship. A pet is not considered a Service Animal or Assistance Animal. Residents are not permitted to any pets in College housing, as outlined in the Residence Hall Handbook.

**D. Approved Animal**

An Approved Animal is an animal that has been determined by MPCC Disability Services to be a reasonable accommodation under MPCC policy. Approved Animals are not allowed in the residence halls until the Handler has completed the residential accommodation procedure and the use of the animal has been determined to be a reasonable accommodation by MPCC Disability Services.

**E. Handler**

The Handler is the student or other covered person who is responsible for the Service or Assistance Animal, has requested the accommodation, and has received approval to use the animal as a reasonable accommodation from MPCC Disability Services.

**Section II. Residential Registration Procedure**

**Assistance Animals may not be brought into MPCC housing until the registration procedure has been completed and all necessary documentation provided.**

The procedures for requesting a residential accommodation in MPCC housing are outlined in this section:

1. MPCC residents requesting a reasonable accommodation must first meet with MPCC Disability Services and complete the appropriate accommodation process for their Assistance Animal or Service Animal. Due to the complexity of residential accommodations, MPCC maintains a priority deadline of 60 days prior to the start of the term for completion of the Approved Animal Registration Form (AARF) by the resident.
2. If a resident's Service Animal or Assistance Animal has been approved as a residential accommodation by MPCC Disability Services, MPCC Disability Services will notify the Office of Residence Life (Student Life). Student Life will contact the Handler within 10 business days of notification to schedule a meeting with the Handler and discuss the residential accommodation procedure. During the meeting, Student Life will guide the Handler through the registration process and instruct the Handler on the residential registration policy and procedure. At this time, Student Life will also provide to residents of the Handler's hall and Student Life/Safety staff reasonable notice of the approved animal's arrival.
3. If the approved animal's presence in the residence hall will adversely affect another resident, e.g. due to allergies, it is that resident's responsibility to contact MPCC Disability Services. "If that resident's condition (e.g. the allergy) will be serious enough to require an accommodation per MPCC Disability Services, Student Life will endeavor to accommodate everyone with minimal disruption. Resolutions will be reached on an individual basis.
4. When completing the Approved Animal Registration Form (AARF), the Handler must submit the following documentation:



- a. Proof that the animal is vaccinated and licensed as required by law. All animals must wear tags or similar identification stating the Handler's name, telephone number and address.
  - b. Proof that the Assistance Animal has been spayed or neutered. If an Assistance Animal is too young to be spayed or neutered, the Handler is responsible for completing the process once the animal is old enough and submitting the documentation to Student Life upon completion.
  - c. Proof that the Approved Animal is healthy and has no medical concerns that would negatively affect its ability to provide assistance
  - d. Picture of the Approved Animal for identification purposes.
5. The Handler must collect signatures on the AARF from each roommate(s) confirming that they do not object to the Approved Animal sharing their living space. The signatures needed will depend on the Handler's housing assignment:
- a. North Campus: The Handler must collect the signatures of their roommate(s) and all the residents in the apartment.
  - b. South Campus: The Handler must collect the signatures of their roommate(s) and all the residents in the apartment.
  - c. Brooks Hall: The Handler must collect the signatures of their roommates(s).
  - d. Paramedic Housing: The Handler must collect the signatures of their roommate(s) and all the residents in the apartment.

If a roommate objects to the Approved Animal, Student Life will determine a reasonable accommodation on an individual basis, up to and including voluntary or mandated housing reassignment of either the Handler or the roommate. In between terms, if the roommate(s) is unavailable, Student Life will accept written confirmation from the roommate(s) MPCC email account in lieu of the signed form.

- a. Incoming Students: If the Handler is a first year student or transfer, they may not have met their roommate(s) before beginning the residential accommodation process. In these instances, Student Life will contact the roommate(s) to collect signatures, unless the Handler requests to collect signatures themselves.
  - b. Accommodating Disabilities: MPCC's goal in this process is to ensure the Handler retains as much control as possible, but we understand this will vary between individuals. If the Handler's disability interferes with or prevents them from collecting signatures, Student Life will contact the roommate(s) to collect the signatures instead, or work with the Handler and MPCC Disability Services to identify an alternative strategy that reasonably accommodates the Handler.
6. Once the AARF has been completed and all documentation turned in, Student Life will notify the Handler and MPCC Director of Disability Services that the residential registration process is complete. If the animal is approved as a reasonable accommodation, the Approved Animal can be brought into MPCC housing. *Assistance Animals may not be brought into MPCC housing until the registration procedure has been completed, all necessary documentation provided, and MPCC Disability Services has approved the animal as a reasonable accommodation.*
7. If a facilities issue will delay the registration process, Student Life will inform the Handler via MPCC email.



### **Section III. Handler Responsibilities**

After successfully completing the residential registration process and moving the Approved Animal into MPCC housing, the Handler will be held to certain responsibilities, outlined below. Failure to abide by these responsibilities may result in adverse actions, including but not limited to charges to the Handler's student account and the Approved Animal's removal from MPCC housing.

1. **Approved Areas:** Approved Assistance Animals are allowed only in the Handler's private room, suite, or apartment, and in the Handler's assigned residence hall. Other residence halls and buildings are restricted. Handlers must take their Approved Animal to and from the room through the nearest exit – the Approved Animal is allowed in common areas of the residence halls only while being transported to and from the Handler's living area. Any time the Approved Animal is outside the Handler's assigned residential space, the Approved Animal must be on a leash or harness, or in a cage or kennel. Animals that cannot be leashed or harnessed must be kept under the Handler's control at all times.
2. **Behavior:** The Handler is responsible for assuring that the Approved Animal does not unduly interfere with the routine activities of the residence or cause difficulties for students who reside there. Assistance Animals must be obedient and manageable.
3. **Disruption:** Approved Animals are not allowed to disrupt others, e.g. barking continuously, growling, etc., nor are they allowed to threaten or intimidate.
4. **Cost:** The Handler is financially responsible for the actions of the approved animal, including bodily injury or property damage. The Handler's responsibility includes the cost of damages in his or her assigned space, as outlined in the housing contract and in the Residence Hall Handbook. The Handler is expected to cover these costs at the time of repair and/or move-out. Student Life will charge damages to the Handler's student account.
5. **Change of Accommodation:** The Handler must notify MPCC Disability Services and Student Life if the Approved Animal is no longer needed as an Approved Animal or is no longer in residence. In order to replace an Approved Animal with a different one, or to return the Approved Animal after notifying MPCC that it is no longer needed, the Handler must file a new request for accommodation and complete the residential registration process.
6. **Accommodation Renewal:** In order to renew the residential accommodation, the Handler must provide annual documentation to Student Life that the Approved Animal's vaccinations and shots are current as required by law and that the Approved Animal is in good health. Documentation must come from a veterinarian and is due at least two weeks prior to the start of fall term. If an accommodation begins in the spring, renewal will not be required until August of the following calendar year.
7. **Animal Waste:** Animal waste, including cat litter box contents or similar waste containment systems, must be disposed of properly, e.g. in a sealed bag taken out to the residence hall dumpster. Feces may not be disposed of in common trash receptacles, in toilets or the MPCC sewer system. Residents with cats must maintain and regularly clean litter boxes per the litter manufacturer's instructions. *Animal accidents in the residence halls and animal waste on campus property must be cleaned up immediately with the appropriate cleaning products.*
8. **Cleanliness:** Regular and routine cleaning of the residence hall room, suite, litter box, kennels, and cages is required. Animal odor emanating from the room and/or in the residence hall will not be tolerated.
9. **Health Inspections:** Student Life conducts routine Health & Safety Inspections in the residence halls during the academic year. During these Inspections, Handlers' rooms will also be checked for fleas and ticks. The Handler may be billed for any treatment beyond regular pest management. The Handler is encouraged to pursue preventative treatment for fleas.



10. **Pest Management:** If the Handler suspects or determines that their Approved Animal has fleas or other pests, the Handler must notify Student Life immediately.
11. **Staff Safety:** Any time the Handler is not accompanied by the Approved Animal, the Approved Animal must be contained in a cage, kennel, or other appropriate enclosure in the Handler's assigned bedroom. In housing assignments with common spaces, the Approved Animal may not be kept in any common space while the Handler is out.
12. **Overnight Care:** An Approved Animal may not be left in the Handler's room overnight if the Handler is not spending the night in the room. Approved Animals also may not be left in the care of other residents. If the Handler intends to be out of their room overnight, he or she is responsible for making plans to accommodate the Approved Animal. If MPCC determines an Approved Animal is in a room overnight without its Handler, that animal will be removed from MPCC housing and boarded elsewhere at the Handler's expense.
13. **Accommodations and MPCC Policy:** Except for those policies specifically relating to the residential accommodation for the Approved Animal, the Handler will be held to all policies outlined in the Student Handbook, Code of Conduct, and Residence Hall Handbook.
14. **Escape:** The Handler will notify Student Life or the Associate Dean of Students immediately if the Approved Animal escapes.
15. **Liability:** The Handler is liable for any and all actions of the Approved Animal, e.g. bites, scratches, damage to the personal property of others, etc. MPCC strongly encourages the Handler to purchase liability insurance for this reason, but does not require it.
16. **Health & Safety of the Animal:** The Handler is responsible for the proper care for the Approved Animal. Reports of neglect or abuse will be investigated by Student Life and/or Campus Security; this includes but is not limited to prolonged confinement in the animal's kennel or failure to properly maintain a litter box.
17. **Contract Fulfillment:** Should the Approved Animal be removed for any reason by the Handler or by MPCC, the Handler is required to fulfill his or her housing obligation for the remainder of the housing contract.
18. **Assistance vs. Service:** The Handler may not dress or accessorize their Assistance Animal in a way that could misidentify it as a Service Animal.
19. **Housing Changes:** Student Life offers all residents the opportunity to switch housing assignments, if space is available. If the Handler switches rooms using this process, or if new roommates plan to move in with the Handler, Student Life will require signatures confirming that the Handler's new roommates do not object to sharing their space with an Approved Animal.

#### **Section IV. Damages**

The Handler will be responsible for any damages caused by the Approved Animal. Although normal wear is expected, excess damages resulting from the Approved Animal or its presence will be billed to the Handler's student account at check-out.

#### **Section V. Removal of the Approved Animal**

MPCC may exclude/remove an Approved Animal for any of the following reasons:

1. The Approved Animal poses a direct threat to the health or safety of others.
2. The Approved Animal's presence has resulted or is likely to result in substantial damage to MPCC property or the personal property of others.
3. The Approved Animal's presence results in a fundamental alteration of a MPCC program.
4. The Approved Animal or its presence creates an unmanageable disturbance or interference with the MPCC community.
5. The Handler fails to pose the proper identification of their Approved Animal (i.e. identification card or tag).



6. The Handler fails to abide by *Section III. Handler’s Responsibilities*.

If Student Life receives a report indicating one of the above behaviors or incidents has taken place, an investigation will be conducted in consultation with MPCC Disability Services; under exigent circumstances, MPCC has the right to mandate immediate removal of the Approved Animal from MPCC housing pending completion of the investigation.

The exclusion/removal of an Approved Animal may be appealed to the Associate Dean of Students.

By my signature below, I verify that I have read, understand, and will abide by the policies and procedures outlined here. I agree to complete the Approved Animal Registration Form, attempt to collect my roommate(s)’ signatures as required, and provide all necessary documentation regarding my Approved Animal’s health.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Dr. Pat Beu, Area Associate or Area Dean of Student Life

\_\_\_\_\_  
Robin Rankin, Director of Disability Services

\_\_\_\_\_  
Date



**Section VI. Approved Animal Registration Form**

**Handler Information**

\_\_\_\_\_

Name Handler's Student ID

\_\_\_\_\_

Street Address City, ST Zip Code

(\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

Primary Phone Secondary Phone Work Phone Ext.

**Approved Animal Information**

\_\_\_\_\_

Name Animal Type

Physical Description:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Emergency Contact if Handler is Unavailable**

\_\_\_\_\_

Name Primary Phone

\_\_\_\_\_

Street Address City, ST Zip Code

Office Use Only				
Documentation Needed	Date Received	Staff	Date Filed	Staff
Proof of Vaccination				
Proof of Spay/Neuter				
Veterinary Bill of Health				
Photo of Approved Animal				



**Section VII. Roommate/Suitemate Agreement**

By my signature below, I understand that I will share the common areas of my assigned residential space with the animal approved by this agreement. Should I have any concerns regarding the care and control of the approved animal, I will discuss my concerns with the approved animal’s Handler and then with Residence Life at 308-535-3635 or [yorkj@mpcc.edu](mailto:yorkj@mpcc.edu) if the approved animal’s Handler and I cannot come to an agreement.

\_\_\_\_\_  
 Handler’s Name (Print)

\_\_\_\_\_  
 Approved Animal’s Name (if known)

\_\_\_\_\_  
 Approved Animal Type

1  
 Resident’s Signature

\_\_\_\_\_  
 Student ID

\_\_\_\_\_  
 Date

2  
 Resident’s Signature

\_\_\_\_\_  
 Student ID

\_\_\_\_\_  
 Date

3  
 Resident’s Signature

\_\_\_\_\_  
 Student ID

\_\_\_\_\_  
 Date

4  
 Resident’s Signature

\_\_\_\_\_  
 Student ID

\_\_\_\_\_  
 Date

5  
 Resident’s Signature

\_\_\_\_\_  
 Student ID

\_\_\_\_\_  
 Date

6  
 Resident’s Signature

\_\_\_\_\_  
 Student ID

\_\_\_\_\_  
 Date

7  
 Resident’s Signature

\_\_\_\_\_  
 Student ID

\_\_\_\_\_  
 Date

Office Use Only		
Date Rec’d	Date Processed	Date Filed
Staff	Staff	Staff