



WESTERN KENTUCKY UNIVERSITY SERVICE ANIMAL PROCEDURES

Western Kentucky University (WKU) seeks to accommodate persons with disabilities who need the assistance of service animals. According to the Americans with Disabilities Act (ADA), the ADA Amendments Act of 2008 (ADAAA), a service animal is “an animal individually trained to provide assistance to an individual with a disability” (28 CFR part 36). The university is simultaneously mindful of health and safety interest of its general community. These guidelines are aimed at meeting these concerns. The Office of Equal Opportunity/Affirmative Action/University ADA Services (EO/AA/ADA) is responsible for implementing these procedures for faculty, staff, and guests. The Office of Student Disability Services (SDS) is responsible for implementing these procedures with students. Success requires the cooperation of faculty, staff, students, and guests.

I. Persons who use service animals at WKU are asked to abide by the following:

A. Compliance with the following university procedures

1. Provision of acceptable documentation of the need for the service animal;
2. Completion of the “registry for service animal form” and submission to the appropriate office. Faculty and staff are to submit the form to the office of EO/AA/ADA and students are to submit the form to the SDS office;
3. Documentation showing proof of vaccination and training of the service animal. Training information will be reviewed on a case-by-case basis;
4. Individual needs will be addressed through the appropriate office on a case by case basis.

B. Compliance with [Warren County](#) animal laws (service animals located on other WKU locations will be subject to relevant city or county animal laws)

1. Service animals must be leashed while on university property unless performing training services for the owner;
2. The service animal must wear their appropriate identification tags as indication of ownership;
3. All animals must have current vaccinations. Dog vaccinations include rabies, distemper, and parvovirus. All dogs must wear their rabies vaccinations tags;
4. Owners are responsible for cleaning and caring of their service animal as well as removing animal waste.

II. University community members are asked to abide by the following:

1. Allow a service animal to accompany the handler at all times and in all campus locations (with the exception of areas where animals are strictly prohibited for health or safety restrictions);
2. Do not touch or feed service animals when the animal is working, because these actions distract the animal from required tasks;
3. Do not deliberately startle or distract a service animal;
4. Do not attempt to separate a service animal from its handler;
5. Notify the office of EO/AA/ADA or the office of SDS with any questions, problems, or concerns that you may have regarding service animals on campus.

III. Service animals in university housing

1. Students requesting the accommodation of service animals in the residence halls should contact the office of SDS.

IV. Areas that may be prohibited to service animals

1. The university may prohibit the use of service animals in certain locations due to health or safety restrictions, where service animals may be in danger, or where their use may compromise the integrity of research;
2. Such restrictions may include, but are not limited to the following areas: research labs, classrooms with demonstration or research animals, wood shops and metal/machine shops, electrical shops and mechanical rooms;
3. Exceptions to restricted areas may be granted on a case-by-case basis by the office of EO/AA/ADA or the appropriate departmental representative.

V. Removal of service animals

1. Service animals can be removed from university grounds due to failure to comply with these procedures;
2. A service animal can be removed from university grounds if its behavior is disruptive. Disruptive behavior includes, but is not limited to: barking, running without a leash, and aggressive conduct.

VI. Resources

1. The Job Accommodations Network website has general information regarding the care of service animals <http://www.jan.wvu.edu/media/servanim.html>
2. Guidedogs.com provides etiquette on how to interact with a guide dog. This site also supplies viewers with state access laws for guide dog users. Please see <http://www.guidedogs.com/> for more information.
3. The Department of Justice defines service animal and supplies a list of commonly asked questions about service animals in places of business. Please visit their website at <http://www.ada.gov/qasrvc.htm>