

## Animals on College Premises

In compliance with the law, Palmer College of Chiropractic (College) generally allows individuals with disabilities to bring service animals on College premises for work or tasks related to disabilities. As such, The Animals on College Premises policy (Policy) establishes and enforces responsibilities, rules, exclusions, accommodation processes and/or procedures necessary to fully comply with the requirements of the Americans with Disabilities Act (ADA), ADA Amendments Act of 2008 (ADAAA), Sections 503 and 504 of the Rehabilitation Act of 1973, as amended, the Fair Housing Act, and all other relevant laws and regulations.

### SCOPE

This Policy applies to the entire College community, which is defined as including the Davenport campus (Palmer College Foundation, d/b/a Palmer College of Chiropractic), West campus (Palmer College of Chiropractic West) and Florida campus (Palmer College Foundation, Inc., d/b/a Palmer College of Chiropractic Florida) and any other person(s), groups, or organizations affiliated with any Palmer campus.

### DEFINITIONS

For the purposes of this Policy, the following terms shall have the meanings specified below:

- > The term **“College”** refers to Palmer College of Chiropractic, including operations on the Davenport campus; Florida campus; and West campus.
- > The term **“College community”** refers to all students, faculty, staff (including administration), and any other person(s), groups, or organizations affiliated with any Palmer campus.
- > The term **“College premises”** includes all land, buildings, facilities and other property in the possession of, owned, used or controlled by the College including adjacent streets, alleys, sidewalks and parking lots.
- > The term **“disability”** is defined as: 1) a “physical or mental impairment” that “substantially limits” one or more of the “major life activities” of an individual; 2) a record of such impairment; or 3) the perception that one has such impairment.
- > The term **“pet”** refers to any animal kept for ordinary use and companionship.

- > The term “**service animal**” refers to an animal individually trained to do work or perform tasks for a person with a disability, and the work is directly related to the individual's disability. An animal fitting this description is considered a service animal under the ADA regardless of whether the animal is trained under a certified society or is licensed by stated or local government. Such animals include, but are not limited to, dogs and miniature horses (miniature horses generally range in height from 24 inches to 34 inches measured to the shoulders and generally weigh between 70 and 100 pounds). Service animals are not considered pets.
- > The term “**support animal**” refers to any species of animal providing emotional support, well-being, or comfort that eases one or more identified symptoms or effects of a disability. Support animals may also be referenced as “comfort” or “therapy” animals.

## **SERVICE ANIMALS ON COLLEGE PREMISES**

### *Service Animals*

A service animal is an animal individually trained to do work or perform tasks for a person with a disability, and the work is directly related to the individual's disability. An animal fitting this description is considered a service animal under the ADA regardless of whether the animal is trained under a certified society, or is licensed by state or local government.

Service animals include, but are not limited to, dogs and miniature horses. Miniature horses generally range in height from 24 to 34 inches measured to the shoulders and generally weigh between 70 and 100 pounds.

### *Responsibility for Service Animals*

A service animal is the sole responsibility of the animal's owner/handler at all times, including, but not limited to:

1. The cost, care, and supervision of the animal;
2. Compliance with any laws pertaining to animal licensing, registration, vaccination, and owner identification;
3. Keeping the animal under control and taking effective action should it become out of control;
4. Financial responsibility for property damage or bodily injury;

5. Feeding and walking the animal;
6. Prompt collection and disposal of the animal's waste;
7. Ensuring the animal is clean and in good health. Measures should be taken at all times for fleas, ticks, and odor control;
8. Taking reasonable safety precautions as requested by the College (e.g. booties and/or lab coats for service animals); and
9. Ensuring the animal is harnessed, leashed, or tethered at all times unless such devices interfere with the animal's work or the owner/handler's disability prevents using such devices. In such a case, the owner/handler must maintain control of the animal through voice, signal, or other effective controls.

### *Service Animal Etiquette for the College Community*

#### **PROHIBITED ACTIVITIES**

The following are prohibited activities:

1. Asking for details about a person's disability or requesting medical documentation (other than authorized College personnel);
2. Requiring specific identification card or training documentation for the service animal;
3. Asking the owner/handler to require the service animal to demonstrate its ability to perform the work or task;
4. Petting a service animal;
5. Distracting a service animal from its work;
6. Feeding a service animal;
7. Deliberately startling, teasing, or taunting a service animal; and
8. Separating or attempting to separate a person with a disability from their service animal.

## **LIMITED INQUIRIES**

In an effort to promote the safety and well-being of students and employees and to protect College property, authorized College officials and/or Campus Security may, with reasonable cause, request valid evidence of identification from any individual found on College premises.

When it is not obvious what service an animal provides, only two question may be asked:

1. Is the animal a service animal required due to a disability?
2. What work or task has the animal been trained to perform?

### *Denial of Entry or Removal from College Premises*

A service animal may be removed or denied entry from all or certain areas of College premises if:

1. The animal poses a direct threat to the health or safety of others or College operations;
2. The animal fundamentally alters the nature of the College's programs, services, or activities; or
3. the animal is disruptive or out of control and the animal's owner/handler does not take effective action to control it;
4. The owner/handler of the animal has not complied with applicable laws (e.g. animal licensing, registration, vaccination, owner identification);
5. The animal is not housebroken; or
6. The animal is a miniature horse and the College cannot accommodate its type, size, and weight.

As part of the interactive accommodation request process, an individualized assessment will be administered before a service animal is denied entry. An individualized assessment may include the nature, duration and severity of the risk, the probability of harm or injury, and the availability of modifications to minimize risks.

When there is a legitimate reason to ask that a service animal be removed or denied entry, the College will offer to provide a different reasonable accommodation/academic adjustment to the person with the disability in lieu of the animal's presence on College premises.

### *Designated Relief Area*

There may be designated relief areas on College premises for service animals. Additional information can be provided by communicating with the relevant point of contact noted in the "Contacts" section of this Policy.

## **SUPPORT ANIMALS ON COLLEGE PREMISES**

Support animals refer to any species of animals providing emotional support, well-being, or comfort that eases one or more identified symptoms of effects of a disability. Support animals may also be referred to as "comfort" or "therapy" animals.

Support animals are not considered service animals. Support animals are not allowed to accompany persons with disabilities in areas of the College where service animals are permitted:

1. Except where permitted in College owned or leased housing (Davenport, Ia., campus only). To contact Palmer Student Housing, call (563) 884-5333.
2. Except where permitted by law.

## **PETS ON COLLEGE PREMISES**

A pet is any animal kept for ordinary use and companionship. Pets are not considered service animals. Pets are not permitted on College premises except where permitted in College owned or leased housing (Davenport, Ia., campus only). To contact Palmer Student Housing, call (563) 884-5333.

## **HOUSING (DAVENPORT CAMPUS ONLY)**

### *Service and Support Animals in College Owned or Leased Housing*

Before a service and/or support animal can reside in College owned or leased housing with a person with a disability, a notification must be submitted to and approved by Palmer Student Housing (preferably at least 30 days prior to occupancy).

Requests for service or support animals to reside in College owned or leased housing may be denied should an animal pose a direct threat to health and safety of others.

To contact Palmer Student Housing, call (563) 884-5333 or email [info@palmerstudenthousing.com](mailto:info@palmerstudenthousing.com).

Complaints may be filed with the Department of Housing and Urban Development (HUD) Office of Fair Housing and Equal Opportunity. To contact HUD, visit <http://www.hud.gov/fairhousing> or call (800) 669-9777 (voice) or (800) 927-9275 (TTY).

### *Pets in College Owned or Leased Housing*

Before a pet can reside in College owned or leased housing, approval must be obtained by Palmer Student Housing (preferably at least 30 days prior to occupancy). Requests for pets to reside in College owned or leased housing may be denied should an animal pose a direct threat to health and safety of others.

To contact Palmer Student Housing, call (563) 884-5333 or email [info@palmerstudenthousing.com](mailto:info@palmerstudenthousing.com).

## **CONFLICTING DISABILITIES**

Individuals with disabilities that may be impacted by the presence of animals on College premises should communicate with the relevant point of contact noted in the “Contacts” section of this Policy. Individuals with conflicting disabilities will be asked to provide documentation that identifies a disability and the need for an accommodation and/or academic adjustment. The appropriate point of contact will facilitate a process to resolve the conflict that considers the disability-related needs/accommodations and/or academic adjustments of all persons involved.

## **EMERGENCY SITUATIONS**

Emergency Responders (ER’s) may make reasonable efforts to keep a service animal with the person it is tasked with assisting. However, an ER’s first responsibility is to persons with disabilities, which may result in a service animal being separated from the person it is tasked with assisting.

## **REQUESTING ACCOMMODATIONS**

The College makes reasonable accommodations and/or academic adjustments for qualified individuals with disabilities, as required by law.

## *Students*

Students with qualified disabilities who want to request an accommodation to be accompanied by their service animal shall refer to the [Handbook for Students and Applicants with Disabilities](#) or the Institutional Policy, [Reasonable Accommodations/Academic Adjustments for Students and Applicants with Disabilities](#).

## *Employees*

Employees with qualified disabilities who want to request an accommodation to be accompanied by their service animal may submit a request by contacting Human Resources. For more information, refer to the Institutional Policy, [Reasonable Accommodations for Employees](#).

## *Public*

Nonmembers of the College community with qualified disabilities who want to request an accommodation to be accompanied by their service animal to participate in a Palmer sponsored activity that is open to the public may submit a request as outlined in the Institutional Policy, [Reasonable Accommodations for the Public](#).

## **STANDARD INSTITUTIONAL POLICY PROVISIONS**

Institutional policies are supplemented by provisions that are applicable to all institutional policies. It is the responsibility of all employees and students to know and comply with these standards.

- > [Standard Provisions Applicable to All Institutional Policies](#)

## **Additional Information**

### **ASSOCIATED POLICIES, PROCESSES AND/OR PROCEDURES**

This Policy is supplemented below. It is the responsibility of all employees and students to know and comply with policies and procedures as supplemented.

### **POLICIES**

- > [Reasonable Accommodations/Academic Adjustments for Students and Applicants with Disabilities](#)

- > [Reasonable Accommodations for Employees](#)
- > [Reasonable Accommodations for the Public](#)

## **PROCESSES AND/OR PROCEDURES**

- > [Handbook for Students and Applicants with Disabilities](#)

## **FORMS/INSTRUCTIONS**

- > [Student Accommodation Intake/Request Form](#)
- > [Temporary Modification Request Form](#)

## **OTHER RELATED INFORMATION**

- > [Academic Support Services](#)
- > The Americans with Disabilities Act (ADA) <http://www.ada.gov/>
- > The ADA Amendments Act of 2008 (ADAAA), <https://www.federalregister.gov/articles/2011/03/25/2011-6056/regulations-to-implement-the-equal-employment-provisions-of-the-americans-with-disabilities-act-as#h-108/>
- > The Rehabilitation Act of 1973, <https://www.disability.gov/rehabilitation-act-1973/>
- > The Fair Housing Act, <http://portal.hud.gov/hudportal/HUD>



## CONTACTS

### *Students*

### *Employees*

### *Public*

#### **MAIN CAMPUS, DAVENPORT, IA.**

Alex Margrave, D.C.  
Senior Director of Student Academic Support  
Also serving as Disability Services Coordinator  
Student Academic Support  
1000 Brady Street  
Davenport, IA 52803  
(563) 884-5257  
[margrave\\_a@palmer.edu](mailto:margrave_a@palmer.edu)

Human Resources  
1000 Brady Street  
Davenport, IA 52803  
(563) 884-5258  
[hr.dept.ia@palmer.edu](mailto:hr.dept.ia@palmer.edu)

Holly Fischer  
Disability Services Coordinator for  
Public Events  
1000 Brady Street  
Davenport, IA 52803  
(563) 884-5826  
[holly.fischer@palmer.edu](mailto:holly.fischer@palmer.edu)

Lauren Hartwig  
Property Manager  
Palmer Student Housing  
711 Brady Street  
Davenport, IA 52803  
(563) 884-5333

#### **FLORIDA CAMPUS, PORT ORANGE, FLA.**

Victor Hidalgo, M.S.  
Academic Counselor  
Also serving as Disability Services Coordinator  
Office of Student Services  
4777 City Center Parkway  
Port Orange, FL 32129  
(386) 763-2780  
[victor.hidalgo@palmer.edu](mailto:victor.hidalgo@palmer.edu)

Human Resources  
4777 City Center Parkway  
Port Orange, FL 32129  
(386) 763-2665  
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Jason Brewer  
Disability Services Coordinator for  
Public Events  
Student Administrative Services  
4777 City Center Parkway  
Port Orange, FL 32129  
[jason.brewer@palmer.edu](mailto:jason.brewer@palmer.edu)

#### **WEST CAMPUS, SAN JOSE, CALIF.**

Mannal Kamal  
Student Academic Affairs  
Also serving as Disability Services Coordinator  
90 E. Tasman Drive  
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(408) 944-6025  
[mannal.kamal@palmer.edu](mailto:mannal.kamal@palmer.edu)

Human Resources  
1000 Brady Street  
Davenport, IA 52803  
(563) 884-5258  
[hr.dept.ia@palmer.edu](mailto:hr.dept.ia@palmer.edu)

Holly Fischer  
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1000 Brady Street  
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## HISTORY

Adopted: .....Friday, January 13, 2017

Responsible Officer: .....Kevin Cunningham, D.C., Ph.D.  
Vice Chancellor for Student Affairs  
Palmer College of Chiropractic  
1000 Brady Street  
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Phone: (563) 884-5898  
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Issuing Office: .....Office of Compliance  
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