

Southeast Community College

Process for Requesting an Assistance Animal in College Housing

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Southeast Community College recognizes the importance of providing reasonable accommodations in its housing policies and practices where necessary for individuals with disabilities to use and enjoy College Housing. SCC supports allowing assistance animals¹ necessary to provide individuals with disabilities an equal opportunity to use and enjoy College housing.

The College reserves the right to amend these guidelines as circumstances may require; these guidelines apply exclusively to assistance animals, which may be necessary in College housing.

These guidelines outlines the specific requirements applicable to an individual's request for a reasonable modification of the Colleges "No Pets" policy to permit the presence of an Assistance animal in SCC housing.

Requesting Reasonable Accommodations in Housing

To request a reasonable accommodation in housing, including requesting the presence of an assistance animal in College housing, an individual with a disability must:

1. Meet with a disability service provider on his/her campus and complete a "Reasonable Accommodations (In Housing) Request" form.
 - a. All requests for assistance animals will be reviewed on a case-by-case basis by Disability Services in collaboration with Residential Services and, if necessary, the ADA/504 Coordinator to determine the reasonableness of the request.
2. If the disability or the need for the requested accommodation is not obvious, the individual will be asked to provide verification from a qualified professional (*e.g. qualified Physician, Psychologist, Psychiatrist, Mental Health Professional or Health Care Provider. The provider must also be licensed to practice in Nebraska*).

- a. The information requested from the qualified professional, shall be limited to only the information necessary to verify the presence of a disability and/or if the assistance animal (or other reasonable housing accommodation) is necessary to ensure the individual is afforded an equal opportunity to use college housing.
3. Although requests for the accommodation of an assistance animal (or other housing accommodation) will be considered at any point during the term, if the request is made fewer than twenty-one (21) days before the individual with the disability intends to move into housing, the College cannot guarantee that it will be able to meet the individual's accommodation during the first term of occupancy.
 - a. If the need for the accommodation develops when an individual with a disability is already living in College housing, the student should contact the Disability Services office and complete the "*Requesting an Assistance Animal in College Housing*" form as soon as possible. However, the College will be unable to guarantee that it will be able to provide the accommodation during the term in which the request is received.
 - b. Absent exceptional circumstances, the College will attempt to provide a written response to a reasonable accommodation request within fourteen (14) business days of receiving the request and any supporting documentation that may be requested.

Determining If the Presence of the Assistance Animal is Reasonable

The initial enquiry is to determine if permitting the presence of an assistance animal in College housing (1) is necessary because of the individual's disability; (2) provides the individual an equal opportunity to use and enjoy College housing and (3) is reasonable.

Approval of the Accommodation of an Assistance Animal

If it is determined that an assistance animal is a reasonable and appropriate accommodation for the individual with a disability, DSS will contact the individual, in writing, within seven (7) business days to arrange a meeting to discuss the requirements for having the assistance animal in College Housing.

Denial of the Accommodation of an Assistance Animal

If DISABILITY SERVICES determines a requested accommodation is necessary but unreasonable, the individual will be contacted in writing, within seven (7) business days of its

determination. Disability Services will then engage in an interactive process with the individual to determine if there are alternative accommodations that might effectively meet the individual's disability-related needs.

Appeal Process

If the individual is unwilling to accept any alternative accommodation offered by the College or there are no alternative accommodations available, Disability Services will provide the individual with a verbal explanation for the denial, the reasons for the denial, the right to appeal the decision and the procedures for appealing the decision. This information will also be provided in writing within five (5) business days.

1. All appeals shall follow the process described in the ADA Grievance Process Timeline.

Confidentiality

Confidentiality: The College will take reasonable steps to protect the confidentiality of the parties involved in a grievance.

Non-discrimination

Non-discrimination: No person shall be subjected to retaliation for filing a grievance or having assisted others to file a grievance.

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