Overview

All individuals, including those with disabilities, are responsible for maintaining an environment that is conducive to education, is respectful of others, and protects Columbia Gorge Community College (CGCC) property and the health and safety of others. If an individual’s service animal’s behavior involves misconduct, it may be necessary to exclude the service animal from campus.

Areas of Responsibility

- Advisor, Disability Resources
- Chief Talent and Operations Officer
- Staff and Faculty are responsible for following the steps outlined in the procedure.

Nothing in this operating procedure is designed to conflict with any provision in any collective bargaining agreement.

Operating Procedure Details

Students’ Service Animals

All students, including those with disabilities, are responsible for maintaining an environment that is conducive to education, is respectful of others, and protects CGCC property and the health and safety of others as outlined in CGCC’s Student Code of Conduct. If a student’s service animal’s behavior involves misconduct, the student may be cited under the Student Code of Conduct. In order for staff/faculty to implement the exclusion of a student’s service animal from campus, the staff/faculty member must follow the steps outlined below.

A. Discuss concerns with the student (e.g., behavior problems, disruption in the learning environment, health and safety risks).
B. Consult with the ADA/Section 504 compliance officer for students.
OPERATING PROCEDURE

C. If the decision to exclude the animal is made by the compliance officer, inform student of the reason that he or she is being asked to remove the animal from campus in writing within seven (7) days.

D. Inform the student that student services must be contacted and provide written authorization before the animal may return to campus.

E. Immediately report the incident in writing by email (including a description of charges of the misconduct) to the chief student services officer, with copies delivered to the ADA/Section 504 compliance officer for students. All other aspects of this process, including the student's potential appeal, must comply with the Student Code of Conduct procedures.

Employees' Service Animals

All employees, including those with disabilities, are responsible for maintaining an environment that is conducive to productive work and does not endanger CGCC property or create risks to others. If it becomes necessary to exclude an employee’s service animal from campus as the result of misconduct, the appropriate department chief must take the following steps:

A. Discuss concerns with the employee (e.g., behavior problems, disruption in the learning environment, other risks).
B. Consult with the ADA/Section 504 compliance officer for employees.
C. If the decision to exclude the animal is made by the compliance officer, inform the employee of the reason that he or she is being asked to remove the animal from campus in writing within 7 days.
D. Inform the employee that human resources must be contacted and provide written authorization before the animal may return to campus.

Community Members' Service Animals

All community members, including those with disabilities, are responsible for maintaining an environment that is conducive to education, is respectful of others, and protects CGCC property and the health and safety of others. If it becomes necessary to exclude a community member’s service animal from campus, the chief talent and operations officer must take the following steps:

A. Discuss concerns with the community member (e.g., behavior problems, disruption in the learning environment, health and safety risks).
B. Consult with the ADA/Section 504 compliance officer for community members.

C. If the decision to exclude the animal is made by the compliance officer, inform the community member of the reason that he or she is being asked to remove the animal from campus in writing within 7 days.

D. Inform the community member that human resources must be contacted and provide written authorization before the animal may return to campus.

Further Information

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References

1. CGCC Administrative Rule 070.002.000 – Animals on Campus

Forms

None