



Service Animal in Training Policy

Carroll University is committed to creating an inclusive environment that supports individuals with disabilities, including those involved in the training of service animals. This policy outlines procedures and expectations for service animals in training on campus, in accordance with Wisconsin state law (Wis. Stat. § 106.52).

Wisconsin law allows service animals in training to accompany their trainers or handlers into places of public accommodation, unless the presence of the service animal in training would jeopardize the safe operation or fundamentally alter the program, service or activity in the location. Service animals in training must wear a harness with a handhold **or** leash and a special cape noting they are a service dog in training. The dog must always remain under the control of the trainer. The animal must be accompanied by a trainer affiliated with a recognized school or program for service animals. In other words, the trainer must be qualified or credentialed in some way related to service animal in training.

Service animals in training are not protected by the Americans with Disabilities Act (ADA) under federal law, are not considered a reasonable accommodation for a disability, and are subject to restrictions not placed on fully trained service animals that perform work or tasks for a person with a disability.

NOTE: Emotional support animals (ESAs) are not considered service animals and do not have access rights under Wisconsin law or the ADA. Individuals training service animals independently, without affiliation to a formal program, may not be granted access rights under this statute.

Definition: Service Animal in Training

A service animal in training is defined as a dog being trained by an individual affiliated with a recognized service animal training organization or program or under a formal training plan.

Service Animal in Training Policy Statement

Carroll University permits service animals in training to accompany their trainers in public areas of the campus, including residence halls (with approval), dining facilities, the library, and outdoor campus spaces (i.e., main lawn), provided they meet the requirements outlined in this policy.

Eligibility and Requirements

Students wishing to bring a service animal in training to Carroll's campus must work directly with Student Accessibility Services to complete the following steps **before** bringing an animal to campus:

Student Accessibility Services

sas@carrollu.edu

262-524-7616

1. Proof of Trainer Affiliation
 - a. The individual must be a certified trainer, employee, volunteer, or student affiliated with a recognized service animal training organization or working under the supervision of one.
 - b. Proof of affiliation or training documentation from the qualified trainer and their organization may be requested by the office of Student Accessibility Services.
 - c. Service animals in training will be recognized as a formal service animal once the trainer confirms this transition in writing.
2. Advance Registration
 - a. Students must register the service animal in training with Student Accessibility Services prior to bringing the animal into campus facilities, and the approval process may take up to one semester. Please contact Student Accessibility Services at 262-524-7616 or sas@carrollu.edu for more information.
 - b. Registration includes:
 - i. Trainer's contact information
 - ii. Proof of trainer affiliation
 - iii. Vaccination and health records for the animal
 1. Service dogs in training must be vaccinated for rabies prior to approval
 - iv. Expected duration and nature of training on campus
 - v. Waukesha license
3. Control and Behavior
 - a. The service animal in training must be leashed, harnessed, or tethered unless such devices interfere with the animal's training tasks.
 - b. Service animals in training must wear a harness with a handhold **or** leash and special cape indicating they are in training.
 - c. The animal must always be under full control of the trainer.
 - d. Animals that display aggressive or disruptive behavior may be asked to leave university premises.
4. Care and Supervision
 - a. Trainers are fully responsible for cleaning up after the animal, feeding, toileting, and overall care.
 - b. The university is not responsible for the care, supervision, or behavior of the animal.

Campus Housing Eligibility

Carroll University students wishing to live on campus with a service animal in training must work directly with Student Accessibility Services to complete the following steps. This process may take up to one semester:



1. Students must complete an [Online Accommodation Request Form](#) through the office's database.
 - a. If the student already receives other housing and/or academic accommodations through Student Accessibility Services, they should contact the office at 262-524-7616 or sas@carrollu.edu to understand next steps.
2. Students are required to meet with their assigned advisor through Student Accessibility Services to thoroughly discuss the request.
3. Students must submit appropriate medical documentation confirming a current diagnosis that rises to the level of disability under the ADA.
4. Students must provide proof of affiliation with a service dog trainer, as noted above.
5. Students must provide a [Waukesha license](#) for their dog, current vet records demonstrating a certificate of health, and proof of vaccination, including proof of rabies vaccination.
6. Upon approval, students must complete Carroll University's [Animal Registration Form](#) to provide emergency contact information for their service animal in training, and the emergency contact must reside outside of campus.
7. Students will meet with their Area Director and sign the [Carroll University Approved Animal Housing Agreement](#) on a yearly basis.
8. If applicable, the approved student's roommate(s) will complete the [ESA/Service Animal Community Agreement](#).

Housing accommodations for service animals in training must be arranged in advance and are evaluated on a case-by-case basis by University Housing and Student Accessibility Services. The university reserves the right to revoke access if the animal poses a risk to health, safety, or disrupts the educational environment. Puppies who are being trained/raised in preparation for participating in formal service animal training are generally not permitted to live in University Housing or on campus, except where pets are allowed or if the puppy is part of a formally recognized University partnership program.

Service Animal in Training Housing Expectations

After final approval by Student Accessibility Services, the resident is responsible for:

1. Maintaining full control of the service animal in training at all times, including crating, kenneling, or caging when the dog is unattended.
2. Ensuring the dog does not disturb, annoy, or interfere with routine activities of the dwelling or cause difficulties for other roommates or residents.
3. Containing the dog in their dwelling.

Student Accessibility Services

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4. Maintaining full control of the service dog in training when the animal is outside of their room.
5. Maintaining a clean and healthy living environment including, but not limited to, waste disposal, property damage, pest control, non-standard cleaning, and any other health or safety issues.
6. Providing appropriate food, water, and shelter for the animal at all times, including weekends and university breaks.
7. Ensuring proper cleanup (e.g., no disposing of waste in the bathroom or internal trash cans) of all dog waste, both indoors and outdoors, in a timely and effective manner.
8. Appropriately caring for and supervising the dog to ensure it is not abused or neglected.
9. Ensuring the dog is not left unattended overnight. The dog must be taken with the resident or be cared for off-campus.
10. The service dog in training may not become the responsibility of another university resident, including roommates (if applicable).
11. Staying current with all animal health and vaccination requirements as recommended by a licensed veterinarian.
12. Communicating with University Housing if the service dog in training is no longer in residence.

Removal of a Service Dog in Training from University Housing

The student may be required to remove a service dog in training from University Housing at any time for the following reasons:

1. There are any violations of resident responsibilities.
2. The animal poses a direct threat to the health or safety of other animals or humans.
3. Any other situations that arise in which the service dog in training fundamentally alters the university environment or poses an undue administrative burden to the university.

The removal of a service dog in training from University Housing does not alter the student's obligation to fulfill their housing contract or lease.

Roommate Conflicts

When the initial approval or presence of a service dog in training results in conflict between residents, the following applies:

1. Where the roommate of a resident with a service dog in training has a physical or mental health condition that meets the definition of a disability under federal law, University Housing may move either resident to a different location based on space availability.

2. When the roommate of a resident with a service dog in training does not have a physical or mental health condition that meets the definition of a disability under federal law, University Housing will, to the greatest extent feasible, move the roommate to a different location based on space availability.

Service Animals in Training in the Classroom

Since academic buildings on campus are not open to the general public, service animals in training are not typically allowed in classrooms. Students wishing to bring their service dog in training to their enrolled class(es) must first work with Student Accessibility Services to determine eligibility for their presence on campus. If approved, students may work individually with their instructor(s) to gain approval for having their animal in the classroom.

Exclusions

A service animal in training may be excluded from any authorized area, and its owner may be subject to disciplinary action if, including, but not limited to:

1. The service animal in training displays aggressive or disruptive behavior or noises and effective action is not taken to control it; unless said noise/behavior(s) are part of the disability service needed for the owner.
2. The service animal in training is not housebroken.
3. The service animal in training poses a direct threat to the health and safety of other animals or humans.
4. The service animal in training is not in good health, well-groomed, or cared for.
5. The service animal in training infringes inappropriately into other's personal space.
6. The owner intentionally uses the service animal in training to block identified fire/emergency exits.
7. The service animal in training is accessing unauthorized buildings/areas of campus.
8. The owner does not fulfill proper waste disposal obligations.
9. The owner does not maintain proper control over the service animal in training.

NOTE: In the event that restriction or removal of a service animal in training is determined to be necessary, every effort will be made to assure that the individual still has access to the programs, services, or activities of the University without the animal.



Appeal Rights

If a student is denied their service animal in training request, the student has the right to appeal the decision. Students are encouraged to first meet with the Director of Student Accessibility Services to review the denial. The University has an obligation to provide reasonable and appropriate accommodations to ensure that otherwise qualified students with disabilities have access to all University functions; however, if the University can provide an accommodation that is equally as effective as the one requested, the University is not required to provide the requested accommodation.

Students looking to appeal a denial may submit a written appeal to the Vice President of Student Life within ten days of the original denial. The written appeal should include a clear description of the reasons for the appeal and any supporting information. The Vice President will review the appeal and may solicit additional information from appropriate staff members. The Vice President may affirm, modify, or reverse the decision or, at their discretion, refer the matter to Student Accessibility Services for further review and decision. The Vice President will be responsible for generating a written decision within 30 days of receipt of the student's appeal. The Vice President's decision is the final decision of the University.

The University reserves the right to modify this policy as needed. For additional information concerning the use of a service animal in training or other accommodations and services, please contact Student Accessibility Services at 262-524-7616 or sas@carrollu.edu.