



**HUTCHINSON  
COMMUNITY COLLEGE**

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# **Accessibility Services Policies**

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## **ABSENCE POLICY (DISABILITY RELATED)**

### **POLICY**

The Americans with Disabilities Act, Amendments Act of 2008 (ADAAA), and The Rehabilitation Act, Section 504, specify that case-by-case exceptions will be made to established policy in order to avoid discrimination on the basis of disability. Hutchinson Community College (HCC) will evaluate each request for accommodations individually. If the accommodation request is supported by documentation, HCC will respond in a reasonable time frame.

The College has designated the Accessibility Services Office (ASO) to certify whether a request for an accommodation due to disability is reasonable and necessary. An otherwise qualified student who requests accommodations for the attendance policy must register with the ASO and submit supporting documentation for verification. The instructor will help determine the amount of time that can be missed. Attendance may be identified as a fundamental requirement of the course and therefore essential to the completion of that course. Instructor Notification Letters will be generated by the ASO for the student to pick up and deliver to each instructor, notifying him/her of approved accommodation.

Any appeal and/or grievance related to accommodations should follow the HCC Grievance Procedures. Copies of this procedure can be viewed on the web or obtained from the ASO.



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## **ACCOMMODATIONS FOR PLACEMENT TESTS POLICY**

### **POLICY**

The Americans with Disabilities Act, Amendments Act of 2008 (ADAAA), and The Rehabilitation Act, Section 504, specify that case-by-case exceptions will be made to established policy in order to avoid discrimination on the basis of disability. Hutchinson Community College (HCC) will evaluate each request for accommodations individually. If the accommodation request is supported by documentation, HCC will respond in a reasonable time frame.

The College has designated the Accessibility Services Office (ASO) to certify whether a request for an accommodation due to disability is reasonable and necessary. Prospective and current students requesting accommodations for placement tests must register with the ASO and provide supporting documentation.

Any appeal and/or grievance related to accommodations should follow the HCC Grievance Procedures. Copies of this procedure can be viewed on the web or obtained from the ASO.

Hutchinson Community College has established mandatory course placement standards for students seeking a degree or wishing to take a college level English or Math course. Course placement will be determined by one of the following assessments:

- ACT
- ASSET
- COMPASS
- ACCUPLACER
- WorkKeys

The ASSET, COMPASS, ACCUPLACER and WorkKeys assessments are given by HCC during most scheduled enrollment times. Students should contact one of the following offices for information on available test dates and times and for scheduling an appointment.

Student Success Center	Parker Student Union	620-665-3377
McPherson Campus		620-254-0202
Newton Campus		316-283-7000



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## **ADAPTIVE FURNITURE POLICY**

### **POLICY**

The Americans with Disabilities Act, Amendments Act of 2008 (ADAAA), and The Rehabilitation Act, Section 504, specify that case-by-case exceptions will be made to established policy in order to avoid discrimination on the basis of disability. Hutchinson Community College (HCC) will evaluate each request for accommodations individually. If the accommodation request is supported by documentation, HCC will respond in a reasonable time frame.

The College has designated the Accessibility Services Office (ASO) to certify whether a request for an accommodation due to disability is reasonable and necessary. Students who request adaptive furniture must register with the ASO. The ASO will notify the maintenance office regarding the accommodations. Instructor Notification Letters will be generated by the ASO for the student to pick up and deliver to each instructor, notifying him/her of the need for adaptive furniture.

Any appeal and/or grievance related to accommodations should follow the HCC Grievance Procedures. Copies of this procedure can be viewed on the web or obtained from the ASO.

Some of the types of adaptive furniture that may be available to students with disabilities include: adjustable table, chair with straight back, chair with arms, chair without arms, table and chair/stool.



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## **ALTERNATE FORMAT POLICY**

### **FOR PRINTED MATERIAL**

#### **POLICY**

The Americans with Disabilities Act, Amendments Act of 2008 (ADAAA), and The Rehabilitation Act, Section 504, specify that case-by-case exceptions will be made to established policy in order to avoid discrimination on the basis of disability. Hutchinson Community College (HCC) will evaluate each request for accommodations individually. If the accommodation request is supported by documentation, HCC will respond in a reasonable time frame.

The College has designated the Accessibility Services Office (ASO) to certify whether a request for an accommodation due to disability is reasonable and necessary. Students requesting Printed Materials in Alternate Format must register with the ASO and provide supporting documentation. Instructor Notification Letters will be generated by the ASO for the student to pick up and deliver to each instructor, notifying him/her of approved accommodations.

Alternate format for printed materials may be used by students who cannot read regular print because of visual disability, learning disability, or other disability that affects cognitive processing.

#### **TYPES OF ALTERNATE FORMAT (non-exclusive list)**

##### **POLICY**

- Audio recording
- Text in digital format for use with screen readers (Word, pdf and rtf files)
- Braille or Raised Line Drawings
- Disks
- Large Print

Any appeal and/or grievance related to accommodations should follow the HCC Grievance Procedures. Copies of this procedure can be viewed on the web or obtained from the ASO.



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## **ALTERNATE FORMAT POLICY**

### **ALTERNATE FORMAT FOR TESTS**

#### **POLICY**

Tests may be requested in alternate format. The student must discuss this need with the ASO and with each instructor. Tests will be made available in large print, Braille, audio format or e-format. Procedures must be followed as laid out in the Test Proctoring Procedure.

### **ALTERNATE FORMAT FOR TEXTS AND CLASS MATERIALS**

#### **AUDIO RECORDINGS**

#### **POLICY**

##### **Textbooks:**

Students are encouraged to acquire a personal membership with Learning Ally ([www.learningally.org](http://www.learningally.org)), AccessText ([www.accesstext.org](http://www.accesstext.org)), or other repository for alternate formatted books. If a student relies on texts in alternate format, he/she will need to know how to access this service for future adult learning opportunities.

Students who do not have a personal membership may order texts in an alternate format through the DSO's institutional memberships. **In accordance with copyright laws, the DSO must have a copy of the receipt from student's purchase before ordering the book.**

If the book is not available through a book repository, the book will need to be converted to the alternate format by the ASO. The student is responsible for providing the textbook. The binder will be removed from the book and the book will be scanned. The textbook will be returned in a three ring binder, and the student will not be able to sell back the book.

##### **Handouts and class materials:**

The student is responsible for making classroom materials available to the ASO for conversion into alternate formats.



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Blind students and students with partial sight who may not be able to determine the accuracy of scanned materials, may request materials for use in class prior to the start of the semester. The ASO will process their request in a timely manner.



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## **BRAILLE OR RAISED LINE DRAWINGS**

### **POLICY**

#### **Textbooks:**

Braille textbooks can be ordered through the student's Rehabilitation Services for the Blind counselor or through the ASO. If the book is not available in Braille, the book will need to be sent away to a Brailer service. This takes up to three months. Students are advised to register for classes early and turn in their requests as soon as possible. If the book does not arrive on time, students may request one chapter at a time from the ASO.

#### **Handouts and Class Materials:**

Students needing Braille or raised line versions of handouts and class materials must notify the ASO before classes begin. The ASO will send documents out for Brailing and must make prior arrangements to meet this accommodation.

#### **Disks/CD ROMs/Jump Drives**

Students who want to scan their own documents and produce a disk should contact the ASO for an appointment to learn how to do this on the college's equipment. This is a worthwhile skill to learn for future adult learning.

Students may request that the ASO provide scanned documents. We strongly encourage students to learn how to manage this process.

If a blind student or student with partial sight cannot determine the accuracy of the scan, a request to have the ASO do the scan and proof for accuracy can be made. The student is responsible for bringing the materials to the ASO at the time of the request.

## **LARGE PRINT**

### **POLICY**

#### **Textbooks:**

Large print books can be ordered through the student's Rehabilitation Services for the Blind counselor or through the ASO. Enlarging may take a long time. Students are





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advised to register for classes early and turn in their requests as soon as possible. If the book does not arrive on time, students can request that the ASO provide enlarged versions of the first chapters covered in the class.



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**Handouts and Class Materials:**

Students wanting to access large print independently may request copies of the materials in digital form to use with enlarging software.

Students needing large print materials for classes must fill out an Enlarged Copy Request form at least 5 working days before needed. The student is responsible for bringing the materials to the ASO at the time of the request.

**CLOSED CIRCUIT TV'S (CCTV'S)**

**POLICY**

Closed Circuit TV's (CCTV's) are available upon request. These machines allow students to function independently as well as learn a skill that can be used in future adult learning.



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## **AUDIO-RECORDING OF CLASSROOM LECTURE POLICY**

### **POLICY**

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The College has designated the Accessibility Services Office (ASO) to certify whether a request for an accommodation due to disability is reasonable and necessary. The student must register with the DSO and provide supporting documentation.

The ASO, where appropriate, may recommend that a student with a qualifying disability be permitted to audiotape/audio-record class lectures as a form of academic accommodation.

These disabilities include but are not limited to:

- Specific Learning Disabilities
- Dyslexia, Dysgraphia, or Dyscalcula
- Cognitive Processing Disabilities
- Low Vision/ Blind
- Fine Motor Skill Disability

Any appeal and/or grievance related to accommodations should follow the HCC Grievance Procedures. Copies of this procedure can be viewed on the web or obtained from the ASO.



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## **CALCULATOR/FACT SHEET POLICY**

### **POLICY**

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The College has designated the Accessibility Services Office (ASO) to certify whether a request for an accommodation due to disability is reasonable and necessary. A student requesting the accommodation of a calculator or fact sheet must register with the ASO and provide supporting documentation. The ASO's decision to approve the use of a calculator/fact sheet as an accommodation is based upon the student's documentation of disability and the ability to accommodate without making fundamental alterations to the nature of a course, program, or service.

Any appeal and/or grievance related to accommodations should follow the HCC Grievance Procedures. Copies of this procedure can be viewed on the web or obtained from the ASO.



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## **DIRECT THREAT ASSESSMENT POLICY**

### **POLICY**

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A student may not be qualified for a program or may be removed from a program when the Direct Threat Assessment Team has evaluated some or all of the following: a student's actions; documented observations from staff, faculty, and students; the program requirements/environment; and/or the student's medical/psychiatric documentation, and found that even with accommodations the student will still be a threat to self or others.

The Direct Threat Assessment Team will be comprised of: The Vice President of Student Services, a counselor, the Program Director/Coordinator for which the student is seeking acceptance, the Coordinator of Disability Services when appropriate, and others as required.

Any appeal and/or grievance related to accommodations should follow the HCC Grievance Procedures. Copies of this procedure can be viewed on the web or obtained from the ASO.



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## **DISABILITY PARKING POLICY**

### **POLICY**

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The College does not issue Disability Parking. HCC will comply with state and federal laws concerning Disability Parking. Copies of the State application are not available on campus. The application may be obtained online from the Kansas Department of Revenue ([www.ksrevenue.org/dmv](http://www.ksrevenue.org/dmv)).

Parking for drivers with disabilities will be designated by HCC. Federal regulations call for 24-hour control and are subject to ticketing by HCC Security and local law enforcement.

Any appeal and/or grievance related to accommodations should follow the HCC Grievance Procedures. Copies of this procedure can be viewed on the web or obtained from the ASO.



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## **DOCUMENTATION OF DISABILITY POLICY**

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The Americans with Disabilities Act, Amendments Act of 2008 (ADAAA), and The Rehabilitation Act, Section 504, specify that case-by-case exceptions will be made to established policy in order to avoid discrimination on the basis of disability. Hutchinson Community College (HCC) will evaluate each request for accommodations individually. If the accommodation request is supported by documentation, HCC will respond in a reasonable time frame.

The College has designated the Accessibility Services Office (ASO) to certify whether a request for an accommodation due to disability is reasonable and necessary. The student must register with the DSO and provide supporting documentation.

Documentation of a disability must be provided by the student requesting accommodations. The documentation must be submitted by a licensed or otherwise properly credentialed professional and should contain the following information:

- A clear diagnostic statement that describes how the condition was diagnosed.
- Information on the functional impact of disability.
- Typical progression or prognosis of the condition.
- A description of the diagnostic criteria, evaluation methods, procedures, tests and dates of administration, as well as a clinical narrative, observation, and specific results.
- Information on how the disabling condition(s) currently impacts the individual.
- Information on expected changes in the functional impact of disability over time and context.
- Description of both current and past medications, auxiliary aids, assistive devices, support services, and accommodations, including their effectiveness in ameliorating functional impacts of the disability.

Recommendations from professionals with a history of working with the individual provide valuable information for review and the planning process.



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Any appeal and/or grievance related to accommodations should follow the HCC Grievance Procedures. Copies of this procedure can be viewed on the web or obtained from the ASO.

## **EMOTIONAL SUPPORT ANIMAL POLICY**

Effective July 1, 2015

An “Emotional Support Animal” is an animal that provides emotional or other support that mitigates one or more identified symptoms or effects of a person’s disability.

Hutchinson Community College (HCC) has designated the Accessibility Services Office (ASO) to determine whether a request for an accommodation due to disability is reasonable and necessary. An individual may request to keep a support animal as an accommodation in all areas of Student Housing if the criterion set forth in this policy is met. Companion animals are only allowed within the residence halls.

The student must register with the ASO and provide supporting documentation of the disability to support the need for this accommodation. Documentation must include a signed letter on professional letterhead from a licensed physician, psychiatrist, social worker or mental health professional that states:

- The nature of the disabling condition or impairment that substantially limits one or more major life activities; and
- The animal is necessary to afford the individual an equal opportunity to use student housing; and
- The identifiable support that the animal provides that alleviates at least one of the identified symptoms or effects of the disability.

An Emotional Support Animal will not be permitted in the residence hall that:

- Poses a direct threat to the health and safety of others;
- Causes substantial physical damage to the property of others;
- Poses an undue financial or administrative burden for HCC; or
- Fundamentally alters the nature of housing operations.

Students will not be required to pay a deposit for their support animal, but they will be required to reimburse HCC for any damage their animals cause beyond normal wear and tear.





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Students will adhere to the Service/Support Animal Guidelines and Agreement (see pages 20-21). This agreement will be reviewed and signed by the student after the accommodation has been approved and prior to the support animal entering student housing.

Any appeal and/or grievance related to accommodations should follow the HCC Grievance Procedures. Copies of this procedure can be viewed on the web or obtained from the campus ASO.



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## **PERSONAL CARE ASSISTANT POLICY**

### **POLICY**

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The College has designated the Accessibility Services Office (ASO) to certify whether a request for an accommodation due to disability is reasonable and necessary. The student must register with the DSO and provide supporting documentation.

HCC makes every reasonable effort to accommodate individuals with disabilities as addressed by the Americans with Disabilities Act. In keeping with this commitment, Personal Care Assistants (PCA's) may be necessary to address the personal needs of a student so that he/she can participate in the College's activities, services, and programs. In order for the student who requires PCA services to have the same independent experience as all other college students, it is in the student's best interest to hire an impartial PCA, not a family member or close friend.

**An otherwise qualified student who requires personal care assistant services must arrange to provide for his/her own personal care assistant. The College does not assume coordination or financial responsibilities for personal care assistants.**

Any appeal and/or grievance related to accommodations should follow the HCC Grievance Procedures. Copies of this procedure can be viewed on the web or obtained from the ASO.



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## **REDUCED COURSE LOAD POLICY**

### **POLICY**

The Americans with Disabilities Act, Amendments Act of 2008 (ADAAA), and The Rehabilitation Act, Section 504, specify that case-by-case exceptions will be made to established policy in order to avoid discrimination on the basis of disability. Hutchinson Community College (HCC) will evaluate each request for accommodations individually. If the accommodation request is supported by documentation, HCC will respond in a reasonable time frame.

The College has designated the Accessibility Services Office (ASO) to certify whether a request for an accommodation due to disability is reasonable and necessary. A student requesting a reduced course load as an accommodation must register with the ASO and provide supporting documentation.

The ASO cannot change the requirements of scholarships, degrees, class sequence requirements, athletic eligibility, child support, agency funding requirements, insurance requirements or length of time to complete programs/degrees.

Any appeal and/or grievance related to accommodations should follow the HCC Grievance Procedures. Copies of this procedure can be viewed on the web or obtained from the ASO.



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## **PRACTICUM, COOPERATIVE/EXPERIENTIAL EDUCATION, AND CLINICAL ASSIGNMENTS POLICY**

### **POLICY**

The Americans with Disabilities Act, Amendments Act of 2008 (ADAAA), and The Rehabilitation Act, Section 504, specify that case-by-case exceptions will be made to established policy in order to avoid discrimination on the basis of disability. Hutchinson Community College (HCC) will evaluate each request for accommodations individually. If the accommodation request is supported by documentation, HCC will respond in a reasonable time frame.

The College has designated the Accessibility Services Office (ASO) to certify whether a request for an accommodation due to disability is reasonable and necessary. The student must register with the DSO and provide supporting documentation.

The ADAAA requires that employers provide reasonable accommodations for employees who meet the criteria stated in the law.

The ADAAA and Section 504 require that schools, including institutions of higher education, make reasonable accommodations for students with disabilities.

Practicum/clinical assignments/internships/experiential education, etc. are considered college courses; thus requiring HCC to provide for accommodations.

Students are not required to disclose their specific disability to their instructor or practicum site supervisor, nor can they be asked information about their specific disability. The ASO will require documentation of disability if the student needs accommodations.

If the practicum site refuses to provide reasonable accommodations for the student with disabilities then HCC is responsible for providing them.

HCC staff may not disclose a student's disability to the off site location without the permission of the student.

Any appeal and/or grievance related to accommodations should follow the HCC Grievance Procedures. Copies of this procedure can be viewed on the web or obtained from the ASO.



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## **SERVICE ANIMAL POLICY**

### **POLICY**

The Americans with Disabilities Act, Amendments Act of 2008 (ADAAA), and The Rehabilitation Act, Section 504, specify that case-by-case exceptions will be made to established policy in order to avoid discrimination on the basis of disability. Hutchinson Community College (HCC) will evaluate each request for accommodations individually. If the accommodation request is supported by documentation, HCC will respond in a reasonable time frame.

The College has designated the Accessibility Services Office (ASO) to certify whether a request for an accommodation due to disability is reasonable and necessary. The student must register with the DSO and provide supporting documentation.

Service Animals are animals that are individually trained to perform tasks for people with disabilities such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting a person who is having a seizure, or performing other special tasks. Service Animals are working animals, not pets (U.S. Department of Justice).

Service Animals may be allowed to accompany a student on campus, in classrooms, and in HCC Housing.

### **Requirements for Service Animals:**

- **Vaccination:** Service Animals must be immunized against diseases common to that type of animal. All vaccinations must be current. Dogs must wear a rabies vaccination tag.
- **Licensing:** The City of Hutchinson requires dogs to be licensed each year.
- Animals must be leashed at all times, unless the owner/keeper's disability makes this impossible.
- Animals must be controlled by the owner/keeper at all times. The care and supervision of a service animal is solely the responsibility of the owner/keeper.
- The owner/keeper of a services animal is responsible for cleaning up after the animal.
- Animals that will be living in the dorm must come in with a clean bill of health and will be required to show proof of vaccination and healthy dog certification.



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Owner ID Tags are suggested for Service Animals.



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### **Removal/Prohibition of a Service Animal**

A Service Animal may be excluded from an HCC facility or program if the animal's behavior or presence poses a direct threat to the health or safety of others. For example, a Service Animal that displays vicious behavior towards people may be excluded.

Service Animals may also be excluded in areas where the presence of a Service Animal fundamentally alters the nature of a program or activity or is disruptive. Examples may include, but are not limited to, research labs, areas requiring protective clothing, and food preparation areas.

Animals not covered under the ADA Service Animal definition can be asked to leave a HCC facility or program. Questions related to the use of service animals on campus should be directed to the Coordinator of Accessibility Services at 620-665-3554.

Students will adhere to the Service/Support Animal Guidelines and Agreement (see pages 20-21). This agreement will be reviewed and signed by the student after the accommodation has been approved and prior to the support animal entering student housing.

Any appeal and/or grievance related to accommodations should follow the HCC Grievance Procedures. Copies of this procedure can be viewed on the web or obtained from the ASO.



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## **SERVICE/SUPPORT ANIMAL GUIDELINES AND AGREEMENT**

Effective July 1, 2015

### **Student Responsibilities:**

1 Requirements of service/companion animals and their owners include:

- a) Animals must be licensed and/or registered in accordance with city regulations, and if appropriate, must wear a valid vaccination tag
- b) Animals must be in good health. A clean bill of health from a licensed veterinarian must be provided to the college before entering student housing and annually thereafter. Student must keep all required vaccinations current.
- c) The animal must have identification at all times. Microchip identification is sufficient if it is a small animal that may not tolerate a collar and tag. An exception can be made for animals that are primarily caged and confined to the residence.

2. Student is responsible for the behavior of the animal at all times. A student may be directed to remove an animal that is unruly or disruptive (e.g. barking excessively, running around, bringing attention to itself, jumping up on people, exhibiting aggressive behavior, repeated soiling of facilities) if the student is unable or unwilling to take action to control the animal.

3. All service and support animals must be housebroken. Student must clean up after the animal. The student is financially responsible for the actions of the animal including bodily injury or property damage.

4. Student must ensure that the animal is kept clean and well-groomed. Animals that are excessively unclean (e.g. repeated soiling of facilities, flea-infested, foul-smelling and/or shedding excessively) may be excluded from HCC facilities.

5. Animals must be leashed using a leash that is 6' in length or less, harness or tether, or securely confined in a crate, cage or carrier, unless (1) the student is unable to use a leash, harness, or tether due to disability or (2) use of such a restraint would impede the animal's safe and effective performance of its work or task.

6. Student is responsible for any damage caused by the animal and must take appropriate precautions to prevent property damage or injury. The student is financially responsible for the actions of the animal including bodily injury or property damage, including but not limited to any replacement of furniture, carpet, drapes or wall covering, etc. The student is expected to cover repair and property damage costs.





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7. The student is responsible for any cleaning expenses HCC incurs which is above and beyond normal cleaning, including removal of odors caused by the animal, or for repairs to the college premises.

8. As a necessary and agreed upon service, HCC Student Housing may enter the student’s residence to determine the need and extent of management of fleas, ticks, or other pests introduced by service/support animals as needed. An HCC approved pest control service will perform any necessary fumigation services, and the student will be billed for the expense of any pest treatment above and beyond normal required pest management.

9. Student must notify ASO if they want to change emotional support animals or add additional animals.

10. In the absence of the student, the animal may not remain in student housing for more than a total of Twelve (12) hours for any continuous duration. If the student is not able to respond to the animal within this time frame due to unforeseen circumstances (e.g. hospitalization, accident) family members will be contacted to come pick up the animal.

11. Student will provide contact information for an alternate responsible party that lives off campus, in the event that the student is gone for more than 12 hours. This person will be contacted to pick up the animal if the student cannot be reached after the allowed time frame. If the alternate person cannot be reached or is unable to pick up the animal, the animal will be taken to a local shelter or boarding facility until the student or designated party is able to pick it up. Student will be responsible for any charges incurred with the boarding.

By my signature below, I verify that I have read, understand and will abide by the Guidelines outlined here.

\_\_\_\_\_  
Student Signature

\_\_\_/\_\_\_/\_\_\_  
Date

\_\_\_\_\_  
Director, Residence Life and Student Activities

\_\_\_/\_\_\_/\_\_\_  
Date

\_\_\_\_\_  
Coordinator of Accessibility Services

\_\_\_/\_\_\_/\_\_\_  
Date

**Office Use Only**

Student Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_



# HUTCHINSON COMMUNITY COLLEGE

**1300 N. PLUM • HUTCHINSON, KS 67501 • WWW.HUTCHCC.EDU**

HCC Student Housing Location: \_\_\_\_\_

Support animal (type of animal: \_\_\_\_\_)

Breed: \_\_\_\_\_

Sex: \_\_\_\_\_

Name of Animal: \_\_\_\_\_

Vaccinations Dated: \_\_\_\_\_

License: \_\_\_\_\_

County of licensure: \_\_\_\_\_

Spay/Neuter Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Alternate Responsible Party: \_\_\_\_\_

Alternate Responsible Party Phone #: \_\_\_\_\_