



MUSICIANS INSTITUTE

COLLEGE OF CONTEMPORARY MUSIC

Service Animals on Campus- Guidelines and Procedures

Campus Hollywood is committed to maintaining a campus that is open and accessible to all its community members, including students, employees, and visitors. As such, Campus Hollywood abides by the following policy in regards to service animals and emotional support animals on campus.

For Students and Visitors

Permitted Animals: For students and visitors, only Service Animals are permitted in areas where dogs are not otherwise allowed. This means that a student or visitor may be accompanied by a Service Animal wherever the student or visitor would otherwise be permitted to be. A Service Animal is any dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability. Examples of such work or tasks include, but are not limited to, guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals in training are included in the definition of service animals for the purpose of this policy.

Animals NOT Permitted: The following are not Service Animals: (1) non-dog animals, except in some cases a miniature horse may qualify as a service animal; (2) animals that solely serve to deter crime; and (3) emotional support, comfort, and companion dogs.

For Employees

Permitted Animals: Employees and applicants for employment may have a Service Animal at work, and may also have a Support Animal as a reasonable accommodation. Support Animals are animals that provide emotional support, comfort, or security for the benefit of a person with a disability, or that alleviate one or more identified symptoms or effects of a person's disability.

Permitted Inquiries: An employee requesting a reasonable accommodation related to a Service Animal or a Support Animal may be asked to provide documentation explaining why the employee requires a Support Animal in the workplace. All inquiries must be handled through Human Resources, as they may involve confidential medical information.

Campus Housing

address 6752 Hollywood Boulevard, Hollywood, CA 90028

email admissions@mi.edu | tel 323.462.1384 | toll free 800.255.7529 | fax 323.462.6978 | web www.mi.edu

Permitted Animals: In campus housing, both Service Animals and Support Animals are permitted as an accommodation. For Support Animals, the housing office may ask if the handler has a disability and if the handler has a disability-related need for the Support Animal, in determining whether the animal will be allowed in housing areas. Students may also be asked to provide medical documentation of the disability and the disability-related need for the Support Animal.

What to Do If You Are Not Sure a Dog Is a Service Animal

Permitted Inquiries: If it is not apparent that an animal is a Service Dog, then employees can ask two questions ONLY:

1. Is the animal required because of a disability; and
2. What work/task is the animal trained to perform?

If the answer to the first question is yes and the answer to the second question is some work or task related to disability, then the animal is a Service Animal and no further inquiry is needed. Employees are reminded that it is Campus Hollywood's policy to foster an environment that is welcoming and accessible to all, and that if there are any concerns about whether an animal is a Service Animal or otherwise allowed to be on campus, they should direct those concerns to Human Resources or management rather than the animal's handler.

Prohibited Inquiries: All employees are prohibited from making the following inquiries concerning Service Dogs:

1. The handler cannot be asked to describe the extent and nature of his or her disability, or be required to provide medical documentation of a disability.
2. The handler cannot be required to produce a special identification card or training documentation for the service animal, or be asked for the service animal to demonstrate its ability to perform the designated work or task.

Removal of a Service Animal or Support Animal

Campus Hollywood may request the removal of a Service Animal or Support Animal from Campus Hollywood areas for the following reasons:

1. If the animal is out of control and the handler does not take effective action to control the animal.
2. If the animal is not house-trained.

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3. If the animal poses a substantial and direct threat to the health and safety of others, and the threat cannot be eliminated by a reasonable accommodation. This determination requires an individualized assessment of the nature, duration, and severity of the risk; the probability that the potential injury will actually occur; and whether reasonable modifications will mitigate the risk.
4. If the animal would cause substantial physical damage to the property of others, which cannot be reduced or eliminated by a reasonable accommodation. This determination requires an individualized assessment, not mere speculation.
5. If the handler provides information that indicates that animal is not actually a Service Animal or a Support Animal, unless animals are otherwise allowed in the area.

Additionally, if an individual requests that a Service or Support Animal be removed because of a medical condition that is affected by a Service or Support Animal (e.g., respiratory issues, asthma, allergies, etc.), Campus Hollywood will perform an individualized assessment of the situation and consider the needs of all parties in meeting its obligation to provide reasonable accommodations. The individual asking for the Service or Support Animal to be removed because of a medical condition may be asked to provide medical documentation.

Responsibilities for All Service and Assistive Animals

For the handler of a Service or Support Animal, Campus Hollywood expects the following:

1. Must attend to and be in full control of the Service or Support Animal at all times, including all care and supervision.
2. Keep the animal under control at all times, e.g., through use of a harness, leash, tether, or voice control, depending upon the task/work performed.
3. Must assure that the animal is free from offensive odors and does not display any behaviors or noises that are unduly disruptive to others.
4. Must remove or arrange for removal of any animal waste.
5. Must assure that the animal does not engage in behavior that endangers the health or safety of others.
6. Is financially responsible for the animal's actions, including any bodily or property damage, or cleaning costs.
7. Must comply with all local government codes and regulations, including requirements for vaccinations and licensing.
8. Is encouraged, but not required, to have the animal wear some type of Service Animal identification.

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For Campus Hollywood students, employees, and visitors, Campus Hollywood expects the following:

1. Must allow Service and Support Animals to accompany the handler, as permitted under this policy.
2. Must not touch (without the permission of the handler), feed, harass, or deliberately startle Service or Support Animals.
3. Must not attempt to separate the animal from the handler.
4. Should not discuss the handler's disability.

Questions and Concerns

- General questions or concerns regarding Campus Hollywood's guidelines and procedures regarding Service Animals or Support Animals on campus should contact: mary.marsh@mi.edu
- Issues or questions regarding Service Animals and Support Animals in campus housing should be directed to the Housing Office, at: housing@mi.edu
- Issues or questions regarding Service Animals or Support Animals for employees should be directed to Human Resources, at: mary.marsh@mi.edu