



Procedure Guideline: Animals on NTCC Campus, Buildings, or Facilities

Created: July 2026

Next Scheduled Review: July 2029

Purpose

The purpose of this procedure is to ensure safe, accessible, and equitable use of NTCC facilities by all students, faculty, staff, and visitors, while recognizing and accommodating the rights of individuals with disabilities to use service animals, in compliance with the Americans with Disabilities Act (ADA), the Rehabilitation Act of 1973 (Section 504), and state law.

Scope

This procedure applies to all individuals and all college-owned or operated buildings, grounds, facilities, and vehicles, including classrooms, administrative offices, residence halls (if applicable), and outdoor public spaces.

Definitions

- Service Animal: A dog individually trained to do work or perform tasks for the benefit of an individual with a disability.
- Emotional Support Animal (ESA): An animal that provides emotional support to an individual with a disability but is not trained to perform a specific task.
- Other Animals / Pets: Animals that do not qualify as service animals or ESAs.

General Principles

- Individuals with disabilities may be accompanied by their service animals in all areas of NTCC's facilities where the individual is permitted to go, unless the animal is out of control, not housebroken, or poses a threat.
- Emotional support animals may be permitted in designated housing with prior approval from the Office of Special Populations but are not permitted in general campus buildings.
- Pets are generally not permitted in NTCC buildings unless explicitly authorized for approved events or academic purposes.

Service Animals

- No pre-approval is required for a service animal to accompany its handler into NTCC buildings.
- NTCC may ask: (1) Is the animal required because of a disability? and (2) What work or task has the animal been trained to perform?
- Handlers must maintain control of the animal and ensure cleanliness, safety, and supervision.

Emotional Support Animals

- ESAs may be permitted in housing with documented disability accommodation and prior approval from the Office of Special Populations.
- ESAs are not permitted in general campus buildings unless approved by NTCC.
- Handlers must comply with the same responsibilities as for service animals, including vaccination and cleanliness.

Other Animals / Pets

- Animals that are not service animals or approved ESAs are prohibited from NTCC buildings, except for approved instructional or college-sponsored events.
- On campus grounds, pets may be permitted if leashed, controlled, and owners clean up after them.

Documentation, Training, and Housing Procedures

- Requests for ESAs must be submitted to Sheila Eddy at the Office of NTCC Special Populations/ADA Coordinator, with supporting documentation.
- NTCC will evaluate the request for reasonableness and compliance with ADA and Fair Housing standards.

Handler/Owner Responsibilities

- Handlers must keep animals under control, clean up waste, maintain vaccinations, and comply with local laws.

- Handlers are responsible for any damage caused by their animals.

Removal of Animals

- NTCC may remove animals that are out of control, pose safety risks, or violate this policy.
- Alternative arrangements will be made for individuals using service animals if removal occurs.

Liability and Damages

- NTCC is not responsible for care or supervision of animals.
- Owners are responsible for any damages or costs related to their animals.

Review and Amendment

- This procedure will be reviewed at least every three years for legal compliance.
- Exceptions must be approved by the Vice President for Student Services in consultation with the ADA/Disability Services Coordinator.

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