

Policy Statement

Terra State Community College (TSCC) is committed to providing equal access to programs, services and physical facilities to those members of the community with disabilities. The College acknowledges that some members of the community with disabilities may require the use of service or assistance animals while at TSCC. Guidelines concerning the appropriate use of, and protocols associated with, service or assistance animals are outlined below.

Policy Details

TSCC reserves the right to amend these guidelines as needed, with or without prior notice. Members of the TSCC community who are students and require the use of a service or assistance animal should contact the TSCC Dean of Student Success at academicservicecenter@terra.edu. Members of the TSCC community who are faculty and staff and require the use of a service or assistance animal should contact the TSCC Human Resources Director at HR@terra.edu.

1. **Service Animals** are generally allowed to accompany their handlers in residences and any public spaces where their handlers are permitted. Visiting therapy animals may be allowed in specified areas of the College with advanced approval.
 - a. All animals are the responsibility of their handlers and should be under their control (in proximity to the handler and responsive to commands, in harness, leashed or in a carrier). An animal's behavior is considered the handler's behavior; the animal will be held to the same basic standard of conduct as their handlers. If animals are disruptive to college business or community behavioral expectations for educational, medical and residential environments handlers may be asked to correct the animal's behavior or remove it from the environment.
 - b. Service animals are generally allowed to accompany their handlers anywhere their handlers are permitted on campus (exceptions may exist in areas requiring protective equipment or clothing for access).
 - c. Individuals living in a campus residence and utilizing a service or assistance animal are asked to work with residence life administrators to arrange appropriate housing. A brief statement indicating including the following must be submitted to: The Office of Disability Services, (419)-559-2139
 - i. That you are a person with a disability and will be using a service or assistance animal;
 - ii. The primary service tasks the animal performs;
 - iii. The documentation to prove that the service or assistance animal has had an appropriate medical exam and vaccinations. Documentation must include a vaccination certificate or letter identifying your animal and indicating a clean bill of health and up-to-date vaccinations from your veterinary health provider.
 - iv. All service or assistance animals must be pre-approved by The Office of Disability Services, (419)-559-2139.
 - v. If an employee plans to bring a service animal to work, please contact the Human Resources.
 - vi. For assistance planning for a service or assistance animal on campus, or if you have a concern about your treatment and access when accompanied by our service or assistance animal, contact Disability Services, (419) 559-2342 or the Associate Dean of Students.
2. **Service Animals in Training** are not recognized by federal law (ADA, Rehabilitation Act, and Fair Housing Act) but are recognized by Ohio Revised Code 955.43. Service animals in training must have a liability insurance policy provided by the nonprofit agency sponsoring the training. Typically puppy rearing (under

six months old) focused on socialization and general obedience training is not considered service animal training.

3. **Emotional Support Animals** can be a reasonable accommodation to No Pet Policies. In the residential setting an approved emotional support animal is allowed, when under the control of its handler, in the handler's room or common spaces within the residence. Emotional support animals approved for the residential setting are not permitted in other buildings.
 - a. **Requesting Approval** - To request approval for an emotional support animal as an accommodation you must provide a short letter from an appropriate medical provider or mental health professional. The letter must be sent directly from the provider to the Disability Services.
 - i. Appropriate medical provider or mental health professional is someone who:
 1. Is a licensed medical or mental healthcare professional in the State of Ohio, the individual's home state, or those immediate surrounding areas, who has an established clinical relationship with and personal knowledge of the individual's mental health disability and their related treatment needs.
 2. The individual must have a record of an established therapeutic relationship with the requested animal.
 - ii. Letters from a medical or mental health provider must include the following:
 1. Identification the medical or mental healthcare provider, including name and qualifications.
 2. Identification of the student and stating the student has a disability;
 3. Identifies the animal (i.e. a Standard Poodle);
 4. Affirms that having the animal described alleviates identified impacts of your disability or serves a defined role in treatment;
 5. Affirms having the animal in residence is necessary to effectively benefit from TSCC's residential program.
 - iii. Letters must be accompanied by documentation to prove that the service or assistance animal has had an appropriate medical exam and vaccinations. Documentation must include a vaccination certificate or letter identifying your animal and indicating a clean bill of health and up-to-date vaccinations from your veterinary health provider.
 - iv. Students must schedule an appointment directly with The Office of Disability Services, (419) 559 -2139, to establish reasonable accommodations.
 - v. Employees can schedule an appointment directly Human Resources.
 - b. **Denial of a request** for an Emotional Support Animal may be based on insufficient documentation of disability or the need for an emotional support animal as an accommodation; concerns about diagnosis; or demonstrated behavioral concerns. Letters purchased from the Internet for a set price rarely provide the information necessary to support an ESA request. Certificates, identification cards, vests, and/or tags do not lawfully designate an animal as an ESA and will not be accepted as appropriate documentation.
 - c. **Approved Requests** will be communicated by the Office of Disability Services, who will inform the Director of Residence Life of each request and other information for establishing Emotional Support Animal accommodation.
 - d. **Removal of an Approved Assistance Animal**
 - i. The Office of Residence Life, in consultation with Disability Services, may remove an assistance animal if:
 1. The animal poses a direct threat to the health or safety of others;
 2. The animal causes substantial damage to the property of others (including university property);
 3. The animal's presence requires or results in a fundamental alteration of a program;

4. The handler consistently fails to comply with this policy; or
 5. The animal or its presence creates an unmanageable disturbance or interference with the university community.
 - ii. Any removal of an assistance animal may be appealed through the student conduct appeal procedure.
4. **Visiting Therapy Animals:** Visiting Therapy Animals may be allowed access to specific facilities with permission from the program/office occupying the facilities. You can arrange assistance with this process by contacting the Associate Dean of Students. If you have questions or concerns related to these policies, please contact The Office Disability Services, (419) 559-2139.
5. **Definitions:**
 - a. **Service Animal:** As defined by the ADA (http://www.ada.gov/service_animals_2010.htm) a service animal is a dog that has been trained to perform an active task that mitigates or partially mitigates the impact of the handler's disability.
 - b. **Assistance Animals:** Under Housing and Urban Development's Rules (Fair Housing Act - http://portal.hud.gov/hudportal/documents/huddoc?id=servanimals_ntcfheo2013-01.pdf) and Section 504 of the Rehabilitation Act) Assistance animals include animals, other than dogs, that provide active support like a Service Animal as well as animals that provide passive support that alleviates or at least partially mitigates an impact of a person's disability allowing them to benefit from OSU's programs and services. Animals providing these passive services are referred to as Emotional Support Animals (ESAs).
 - c. **Emotional Support Animals:** Assistance animals that provide passive support that partially ameliorates the impact of a disability are referred to as Emotional Support Animals (ESAs). Use of an ESA on campus is a potentially reasonable accommodation. Like all accommodations the university may ask that you document the need for the accommodation by an appropriate professional as providing passive support that alleviates one or more impacts of a person's disability, serves a defined role in the person's treatment, and is necessary for participation in particular programs.
 - d. **Visiting Therapy Animals:** Animals in the company of their handlers that have been trained to make wellness, stress reduction or therapeutic short term visits and are made available to members of the university community on a transient basis in specific locations.
 - e. **Pets:** All other privately owned animals.
 - f. **Handler:** An individual with a disability who utilizes a service or assistance animal or the owner of a Visiting Therapy Animal.

Procedures

Resources

1. **TERRA STATE DISABILITY SERVICES**
Building B, Room 105
419.559.2139
<https://www.terra.edu/disabilityservices>
2. **Fremont Municipal Code | Animals -**
<https://www.codepublishing.com/CA/Fremont/#!/Fremont06/Fremont06.html>
3. **Fremont Municipal Code | Licensing & Vaccination -**
<https://www.codepublishing.com/CA/Fremont/#!/Fremont06/Fremont0620.html#6.20>

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| Pets | All other privately-owned animals. |
| Handler | An individual with a disability who utilizes a service or assistance animal or the owner of a Visiting Therapy Animal. |

Approval History

| <i>Date</i> | Policy/Procedure or Entire Document | Notes (Types of Actions) | **Approved by |
|-------------|-------------------------------------|---|------------------------------------|
| 8/30/2018 | Entire Document | Issued | Unknown |
| 4/24/2023 | Entire Document | Move to new policy template Expand ESA approval process Expand Denial of Request Add removal of ESA Procedure Add resources | Tim Shaal, Dean of Student Success |
| | | | |

**Full name of CASA Committee Chair, signatory, or designee

Effective Date: 8/30/2018

Next Review Date: 4/24/2026