2.1 UNIVERSITY OF CENTRAL OKLAHOMA POLICY ON SERVICE AND ASSISTANCE ANIMALS.

2.1.1 SERVICE ANIMALS: The term "service animal" means any dog (or in appropriate cases a miniature horse) that is individually trained to do work or perform tasks for the benefit of a person with a disability, including a physical, sensory, psychiatric, intellectual, health or other mental disability. The work or tasks performed by a service animal must be directly related to the person's disability. The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purpose of this definition. Animals other than dogs (or in appropriate cases miniature horses) are not considered service animals for the purpose of this definition.

The University of Central Oklahoma, hereinafter referred to as “University”, does not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal. Individuals accompanied by a service animal on campus but who do not need any disability-related accommodations are not required to register with Disability Support Services (DSS), nor is such individual required to submit a request for a reasonable accommodation to receive access of his or her service animal where the public is normally allowed to go.

A. Where Service Animals Are Allowed: Service animals will be permitted to accompany people with disabilities in all of the University's facilities where students, members of the public, and other participants in services, programs or activities are allowed general access.

B. Service Animal Inquiries: University employees may ask about the nature or extent of a person's disability to determine whether a person's animal qualifies as a service animal. However, when it is not readily apparent that the animal is a service animal, faculty and/or staff may make two inquiries to determine whether the animal qualifies as a service animal, which are:

1. Is the service animal required because of a disability?

2. What work or task has the service animal been trained to perform?

C. Service Animals Must Be Under Control: Service animals must be harnessed, leashed, or otherwise tethered, unless these devices interfere with the service animal’s work or the individual’s disability prevents using these devices. In such instances, the service animal must be kept under control by voice, signals, or other effective means. See 28 C.F.R. §35.136(d).

D. SERVICE GUIDE TRAINEES: Oklahoma law, under 7 O.S. § 19.1 et seq., allows animals that are being trained to be dog guides for the blind, hearing service dogs, or service animals for persons with physical impairments to access UCO facilities.
2.1.2 ASSISTANCE ANIMALS: The term "assistance animal" means an animal that provides emotional or other support that helps one or more identified symptoms or effects of a person's disability. Unlike service animals, assistance animals are not required to be trained to perform work or tasks, and may include species other than assistance dogs and miniature horses.

A. Assistance animals are generally not allowed to accompany persons with disabilities in all public areas of the University as a service animal is allowed to do, but an assistance animal may reside in University Housing, and accompany such individual in all public or common use areas of University Housing, when necessary to afford the person with a disability an equal opportunity. Before an assistance animal can move into University Housing with a person with a disability, a request for accommodation must be submitted to DSS, preferably at least 30 days prior to move in. DSS may require documentation from a licensed physician or mental health provider, including without limitation, a qualified psychiatrist, social worker, or other mental health professional, to provide sufficient information for DSS to determine:

1. that the individual qualifies as a person with a disability (i.e., has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment); and

2. that the assistance animal may be necessary to afford the person with a disability an equal opportunity (i.e. that the assistance animal would provide emotional support or other assistance that would help one or more symptoms or effects of the disability).

B. People with disabilities may request approval from DSS to have an assistance animal accompany them to other campus areas. Such requests will be considered on a case-by-case basis consistent with applicable laws.

2.1.3 GUIDELINES FOR PEOPLE WITH DISABILITIES USING SERVICE OR ASSISTANCE ANIMALS:

A. The University is not responsible for the care or supervision of service or assistance animals.

B. People with disabilities are responsible for the cost, care, and supervision of service or assistance animals, including:

1. compliance with any laws of Edmond City Ordinances pertaining to animal licensing, vaccination, and owner identification;

2. keeping the animal under control and taking effective action when it is out of control; and

3. feeding and walking the animal, and disposing of its waste. Waste disposal via University plumbing is prohibited, but DSS or University Housing can provide guidance on where to appropriately dispose of animal waste.
C. The University will not require any surcharges or fees for service or assistance animals. However, a person with a disability may be charged for damage caused by a service or assistance animal to the same extent that the University would normally charge a person for any damage they cause.

D. People with disabilities who are accompanied by service or assistance animals must comply with the same university rules regarding noise, safety, disruption, and cleanliness and other University policies as people without disabilities.

2.1.4 EXCEPTIONS AND EXCLUSIONS POLICY: The University may restrict or even exclude a service or assistance animal in certain instances.

A. Persons with disabilities may request approval from DSS to have the assistance animal accompany them to other campus areas as a reasonable accommodation. Such requests will be considered on a case-by-case basis consistent with applicable laws.

B. Any animal may be excluded from any authorized area if:

1. it is out of control and effective action is not taken to control it;

2. it is not housebroken (i.e., trained so that it controls its waste elimination, absent illness or accident) and must be kept under control (or in the case of an assistance animal that deposits waste in a designated cage or litter box, the owner fails to clean such cage or box such that the cleanliness of the room is not maintained); or

3. it poses a direct threat to the health or safety of others

C. In considering whether a service or assistance animal poses a direct threat to the health or safety of others, the University will make an individualized assessment, based on reasonable judgment, current medical knowledge, or the best available objective evidence, to determine: (1) the nature, duration, and severity of the risk; (2) the probability that the potential injury will actually occur; and (3) whether reasonable modifications of policies, practices, procedures, or the provision of auxiliary aids or services, will mitigate the risk. The University will provide a written statement of explanation to any person with a disability if a determination is made that the presence of that person's service or assistance animal would fundamentally alter the nature of a program, service, or activity.

D. In the event that restriction or removal of a service or assistance animal is determined to be necessary, the person with a disability will still be given the opportunity to participate in the service, program, or activity without having the service or assistance animal present.

2.1.5 GRIEVANCE PROCEDURE: Complaints arising under this policy shall be handled under the provisions of University Policy 1.4 “Grievance Procedure in Cases of Alleged Disability Discrimination and/or harassment.”
### 2.1.6 GETTING HELP:

<table>
<thead>
<tr>
<th>STUDENTS</th>
</tr>
</thead>
</table>
| ... bringing a service or assistance animal to campus. | Disability Support Services  
NUC 309  
405-974-2516 (V/TTY), (405) 562-8875 (VP) |
| ... bringing a service or assistance animal to University Housing. | Disability Support Services  
NUC 309  
405-974-2516 (V/TTY), (405) 562-8875 (VP) |
| ... reporting any animal in University Housing that is disruptive, out of control, or poses a threat to safety. | Housing Department  
Central Office: 405-974-2746 |
| ... reporting any animal elsewhere on campus that is disruptive, out of control, or poses a threat to safety. | Police Services  
405-974-2345 |
| ... reporting a concern about disability discrimination or harassment. | Legal Counsel  
405-974-3377 |

<table>
<thead>
<tr>
<th>FACULTY/STAFF</th>
</tr>
</thead>
</table>
| ... bringing an service or assistance animal to campus. | Human Resources or Legal Services  
405-974-2366 or 405-974-3377 |
| ... bringing a service or assistance animal to University Housing. | Disability Support Services  
NUC 309  
405-974-2516 (V/TTY), (405) 562-8875 (VP) |
| ... reporting any animal in University Housing that is disruptive, out of control, or poses a threat to safety. | Housing Department  
Central Office: 405-974-2746 |
| ... reporting any animal elsewhere on campus that is disruptive, out of control, or poses a threat to safety. | Police Services  
405-974-2345 |
| ... reporting a concern about disability discrimination or harassment. | Legal Counsel  
405-974-3377 |