

A. POLICY STATEMENT

This policy provides Stephens College community with guidelines for the use of Service Animals on the Stephens College campus. Employees may not bring Emotional Support animals into the workplace.

B. PURPOSE

This policy will assist in

1. Understanding the rights of individuals with disabilities who utilize Service Animals.
2. Identifying the types of Service Animals.
3. Providing a framework for managing Service Animals on campus.

C. SCOPE

Stephens College employees and visitors.

D. DEFINITIONS

Disability with respect to an individual under the Americans with Disabilities Act (ADA):

A physical or mental impairment that substantially limits one or more major life activities; a record of such impairment; or being regarded as having such an impairment

Partner:

A person with a disability using a service animal

Handler:

A person without a disability or a personal care attendant who handles a service animal for a person with a disability

Service Animal:

Any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability, which meets the definition of "service animal" under the Americans with Disabilities Act (ADA) regulations. Other species of animals, whether wild or domestic, trained or untrained, are not service animals. The work or tasks performed must be directly related to the individual's disability. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition. Please note that the ADA does not consider service-animals-in-training to be service animals, so the College also does not consider service-animals-in-training to be service animals.

Reasonable Modification – Miniature Horse:

Miniature Horse service animals are trained to do work or perform tasks for people with disabilities. The animals range in height from 24 inches to 34 inches measured to the shoulders, and generally weigh between 70 and 100 pounds. The miniature horse must be housebroken and under the owner's control. Other factors to consider:

1. The facility must be able to accommodate the horse's type, size, and weight.

2. The horse's presence must not compromise legitimate safety requirements necessary for safe operation of the facility.

The following are work or task examples:

1. Assisting individuals who are blind or have low vision with navigation and other tasks
2. Alerting individuals who are deaf or hard of hearing to the presence of people or sounds
3. Providing non-violent protection or rescue work
4. Pulling a wheelchair
5. Assisting an individual with a seizure
6. Alerting individuals to the presence of allergens
7. Retrieving items such as medicine or the telephone
8. Providing physical support and assistance with balance and stability to individuals with mobility disabilities
9. Helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors

E. GENERAL REQUIREMENTS OF SERVICE ANIMAL

1. The Service Animal must be vaccinated and licensed as required by state law and/or local ordinance; all vaccinations must be current, the animal must wear a rabies vaccination tag, and they must be registered with the City of Columbia.
2. The Service Animal must be housebroken.
3. The Partner/Handler must maintain control of the animal at all times. The animal should respond to voice or hand commands at all times and be fully controlled by the Partner/Handler.
4. Partners/Handlers are responsible for any damage or injuries caused by their animals and must take appropriate precautions to prevent property damage or injury.
5. The Service Animal should be on a leash at all times, unless the Partner/Handler is unable to use a leash due to a disability or the use of the leash would interfere with the animal's ability to perform its duties. The Partner/Handler must remain in close proximity to the Service Animal.
6. It is strongly encouraged that the animal wear some type of commonly recognized identification symbol, such as a harness, which identifies the animal as a service animal.
7. The Partner/Handler should ensure that the animal does not display aggressive behavior.
8. To the extent possible, the Service Animal should be unobtrusive to other students and the learning environment. The Partner/Handler should ensure that the animal does not display behaviors or make noises that are disruptive or frightening to others, unless part of the service being provided to the Partner/Handler (e.g., barking to alert the Partner/Handler of danger).

F. CARE AND MAINTENANCE OF SERVICE ANIMAL

1. The care and supervision of the Service Animal is the responsibility of the individual who uses the animal's service. The cost of care, arrangements, and responsibilities

for the well-being of a service animal are the sole responsibility of the Partner/Handler at all times.

2. The Partner/Handler is solely responsible for cleaning up after the animal. In the event that the Partner/Handler is not physically able to clean up after the animal, it is then the responsibility of the Handler to clean up after the animal.
3. Service Animals that are ill or in poor health should not be taken into public areas.

G. PROCEDURES

Campus Access for Service Animals

In compliance with ADA law, Stephens College allows Handlers to bring service animals into College buildings: classrooms, residence halls, meeting spaces, dining areas, recreational facilities, and activity/event locations without prior approval. However, they are strongly encouraged to reach out to the ADA/Section 504 Coordinator to ensure that the transition to campus is seamless. Additionally, Partner/Handlers are strongly encouraged to inform Residence Life and Dining Services that they plan to have a service animal living with them. Advance notice of a service animal may allow more flexibility in meeting needs.

Individuals with service animals will be permitted to access the same areas as any other individual without a service animal. This generally includes places related to food and medical care facilities. However, limited-access areas that employ general infection-control measures may prohibit service animals, and service animals may be excluded from food preparation areas.

A service animal must be accompanied by the Partner/Handler who indicates the service animal is trained to provide, and does provide, a specific service directly related to the individual's disability.

Stephens College may not permit Service Animals when the animal poses a substantial and direct threat to health or safety or when the presence of the animal constitutes a fundamental alteration to the nature of the program or service. Stephens College will make those determinations on a case-by-case basis.

Stephens College may prohibit the use of Service Animals in certain locations due to health or safety restrictions, where service animals may be in danger, or where their use may compromise the integrity of research. Restricted locations include, but are not limited to:

1. Research Laboratories;
2. Classrooms with demonstration/research animals;
3. Mechanical Rooms/Custodial Closets;
4. Health Centers/Clinics (except in the case of emergencies, students with a Service Animal must notify and coordinate with medical personnel staff in advance of the presence of a Service Animal to ensure that patient safety is not compromised); and
5. Other rooms, studios or classrooms with sharp metal cuttings or glass shards on the floor.

When Partners/Handlers with Service Animals must be in one of these restricted areas for a course requirement, alternative arrangements will be considered to provide access. When it is determined unsafe for the Partner/Handler to be in one of these areas, reasonable

accommodations will be provided to assure the student equal access to the academic program or activity.

Permitted Inquiries Regarding Service Animals

In general, Stephens College will not ask the nature or extent of a person's disability but may make two inquiries to determine whether an animal qualifies as a service animal:

1. Is the animal required because of a disability?
2. What work or task has the animal been trained to perform?

Stephens College cannot require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal. The College cannot request a demonstration of the animal's work or task and cannot ask that the handler register with the ADA/Section 504 Coordinator. Stephens College may not make any inquiries about a service animal accompanying an individual with an observable disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a wheelchair, or providing assistance with stability or balance to an individual with a mobility disability).

H. REMOVAL OF A SERVICE ANIMAL

Service Animals may be removed from campus facilities or events for the following reasons:

1. **An Out of Control Animal:** A Partner/Handler may be directed to remove an animal if it is out of control, and the Partner/Handler does not take effective action to control it. If the out-of-control behavior happens repeatedly, the Partner/Handler may be prohibited from bringing the animal into campus facilities until the Partner/Handler can demonstrate that he/she has taken significant steps to mitigate the behavior.
2. **Non-housebroken Animal:** A Partner/Handler may be directed to remove an animal that is not housebroken.
3. **Direct Threat:** A Partner/Handler may be directed to remove an animal that the College determines to be a substantial and direct threat to the health and safety of individuals. This may occur as a result of an animal exhibiting aggressive behavior, a substantial lack of cleanliness of the animal, or the presence of an animal in a sensitive area like certain laboratories or mechanical/industrial areas.
4. **Fundamental Alteration:** The presence of the service animal constitutes a fundamental alteration or change so significant that it alters the essential nature of campus curriculum, services and/or facilities.
5. **Undue Administrative and/or Financial Burden:** The presence of the service animal constitutes an undue administrative and/or financial burden incurred by the College.
6. **Illness:** Any animal with signs of illness, including but not limited to a known zoonotic disease (a disease of animals, such as rabies or psittacosis, that can be transmitted to humans), severe diarrhea, severe vomiting, fever, or open sores should not be on campus until deemed non-infectious/contagious by the written statement of a licensed veterinarian.

Where a service animal is properly removed pursuant to this policy, the College will work with the Partner/Handler to determine reasonable alternative opportunities to participate in the service, program or activity without having the Service Animal on the premises.

I. CONFLICTING DISABILITIES

Some individuals may have allergic reactions to Service Animals that are substantial enough to qualify as disabilities. The College will consider the needs of both the Partner/Handler and others in meeting its obligations to reasonably accommodate all disabilities to resolve the problem as efficiently and expeditiously as possible. Students requesting allergy accommodations should contact the ADA/Section 504 Coordinator.

J. CONTACT

ADA/Section 504 Coordinator at Stephens College
Campus Box 2111
1200 E. Broadway
Columbia, MO 65215
(573) 876-7240

K. RELATED POLICIES

Pet Policy
Emotional Support Animal Policy