

Americans with Disabilities Act/Section 504

Policy Statement

Oakland City University actively supports the Americans with Disabilities Act (ADA) which protects qualified individuals with disabilities from discrimination in the participation of the university's programs, activities and services (including extracurricular activities). Oakland City University will work with students and other associates to provide reasonable accommodations as provided in ADA.

ADA compliance as it relates to students is to be coordinated through the Disabilities Coordinator. All faculty and staff inquiries can be directed to the Office of Human Resources. All other inquiries should be directed to the Office for Student Life.

Procedures for requesting a reasonable accommodation due to a disability

Student. While a student is not required to submit a reasonable accommodation request for a known disability, he or she is encouraged to seek advice on services the University can provide to students with disabilities. A student may request the Coordinator for Disability Services to contact them with additional information or to initiate the accommodation request process by submitting the form found at: <https://www.oak.edu/student-services>. Contact information for the Coordinator of Disability Services is available at <https://www.oak.edu/student-services> or from the Office of Academic Affairs at 138 N. Lucretia St., Murray Center, Oakland City, 47660 United States, academicaffairs@oak.edu, by phone at 812-749-1238, or by fax: 812-749-1511.

Employee. Employees with a disability seeking a reasonable accommodation in order to fulfill the duties of their position are encouraged to seek advice from the Office of Human Resources. The Office for Human Resources will advise the employee on services the University may provide to employees with disabilities if approved through the interactive process and provide the employee with the information to complete the Reasonable Accommodation Request form. Upon receipt of the completed form, the Office of Human Resources will initiate the interactive process and may request additional documentation, if applicable. The Office of Human Resources may be contacted at 138 N. Lucretia St., Murray Center, Oakland City, 47660 United States, hrcontracts@oak.edu, by phone at 812-749-1408, or by fax: 812-749-1391.

Other Associates. Individuals with disabilities who are not current students or employees are requested to contact the Office for Student Life regarding services the university can provide. The Office for Student Life is located at the Bower-Suhrheinrich Student Life Center, 720 W. Sherman Street, Oakland City, IN, 47660 United States. Contact studentlife@oak.edu or call 812-749-1421.

Animals on Campus

OCU recognizes that allowing animals on campus can create challenges, including health and safety risks created by unrestrained animals on campus. This policy sets forth roles and responsibilities of individuals bringing animals on campus.

Policy statement: Oakland City University allows individuals to bring animals on University property in accordance with federal laws and in other situations subject to the rules outlined in this policy.

A service animal is permitted on campus grounds and within university buildings, including the University housing assignment provided to an individual with a disability. A University-approved emotional support animal is permitted to accompany an individual into his or her University assigned residence and outside area designated for the animal to naturally relieve itself. However, a support animal is not allowed to accompany the individual into any other University building or grounds except

as permitted in the general campus guidelines. It is the University's practice to follow the requirements established under applicable law, including the American with Disabilities Act Amendment Act (ADAAA) and the Fair Housing Act (FHA).

Animals not governed by this policy are:

- K-9 animal (police dog)
- Animals being temporarily held by the Office of Security
- Animals involved in authorized research
- Animals used for performance on premises or involved in a University sponsored activity but only as approved by the Vice President for Administration or President.

Definitions (specific to this policy)

Emotional Support Animal: An animal that is necessary to afford a person with a disability an equal opportunity to use and enjoy a dwelling when there is an identifiable relationship or nexus between the person's disability and the assistance the animal provides.

Person with A Disability: An individual with a disability is a person with 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 impairment.

Service Animal: A service animal is defined as one that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the service animal must be directly related to the person's disability. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, and alerting/protecting a person who is having a seizure. The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purposes of defining a service animal.

Service Animal in Training: A dog undergoing training by an approved trainer who is an agent of an organization generally recognized by agencies involved in the rehabilitation of persons who are disabled as reputable and competent to provide training for assistance animals, and/or their handlers.

Scope and Audience

This policy applies to employees, students, University affiliates, visitors, contractors, and applicants for admission to or employment with the University.

This policy should not be read to grant an individual access to University property beyond that to which they would normally be granted.

Guidelines for animals on campus

These guidelines are intended to address concerns of health, fear, and safety regarding animals on campus.

Animal-Owner General Campus Guidelines

1. An approved animal may be allowed on campus for occasional and infrequent short visits in the company of the owner in "animal friendly" areas defined as outdoor paved or concreted areas and grassy areas posted as animal friendly. Indoor areas (e.g. classrooms, offices, food service, etc.) are not considered animal friendly unless the animal qualifies as a service animal. Owners assume responsibility for cleaning up after their animal while on OCU property. Failure to clean up

after the animal may lead to the animal being removed and prohibited from the property in the future.

2. Animals brought on campus must be under the complete control of the owner at all times and present no hazard to people or property. The wearing of a muzzle by a dog shall not be regarded as control by its owner.
3. Animals considered to be under the control of their owners are:
 - a. secured to a leash, cord, chain, or similar direct physical control of a maximum length of six (6) feet, the other end of which is restrained by a person,
 - b. or otherwise appropriately restrained or caged unless leashing directly impedes a service animal's ability to perform its trained task(s). Physical constraint of the animal does not apply to service or support animals kept within an individual's University housing assignment.
4. Animals must not be tethered to a stationary fixture or tree, or left unattended on campus. Service and support animals may be left unattended within the confines of the owner's university residence for short periods of time only.
5. The University may take reasonable efforts to remove an animal confined in a vehicle when there appears to be eminent danger to the animal due to inadequate ventilation or temperature conditions. The University is not liable for any associated repair/damage costs to the vehicle for this action and the animal's owner assumes full responsibility.
6. All animals must be healthy and pose no reasonable health risk to humans as carriers of active infections, parasites, etc. Animal owners must comply with all State of Indiana and local laws and ordinances governing licensing, vaccinations, and control at their own expense. Owners must provide proof of compliance, upon request.
7. The University retains the right to take action to remove any animal from University premises if the safety of others, destruction of property, or disturbance warrants such removal. The removal of any animal and any necessary cleaning, repairs, and/or pest control will be done at the expense of the owner. The owner may also be subject to disciplinary action. This action may also extend to cases involving service and support animals.
8. In all cases, the owner of the animal is responsible for the animal's behavior.
9. In the event of an indoor accident, owners are responsible for addressing the accident and properly cleaning the area. Repeated accidents may result in the animal not being permitted until able to meet acceptable standards of behavior. For safety reasons, only approved cleaning supplies per facilities are to be used to clean up after animals. Contact the Housekeeping Coordinator at (812) 749-1303 with any questions about appropriate cleaning supplies and techniques. The cost of the approved cleaning supplies are the responsibility of the animal-owner.
10. Oakland City University, at its sole discretion, except as required by law, retains the right to deny access to any animal.
11. With respect to a request for an emotional support animal, Oakland City University will determine, on a case by case basis, and in accordance with applicable laws and regulations, whether such animal is a reasonable accommodation on campus. In doing so, Oakland City University must balance the needs of the individual with the impact of animals on other campus patrons.
12. Individuals living in University housing will be permitted to have no more than one service or support animal.

Service Animals

Service animals are permitted on campus. In accordance with applicable law, the University permits service animals into campus buildings where other animals would typically not be permitted.

Criteria for Service Animals in Campus Buildings

The service animal must have been trained as a service animal in the work or tasks directly related to the person's disability.

An individual is permitted to bring his or her service animal in all areas of the campus including University buildings and any place of public accommodation. This includes any University housing assigned to the individual after following approval steps to register the service animal through the University's Disability Coordinator. Service Animals have access to all buildings and facilities unless they are behaving inappropriately, are not housebroken, or if such access poses a direct threat to the health and safety of others and that threat cannot be eliminated or reduced by reasonable modification to other policies and practices. Fear of animals or allergies, without more, generally do not constitute a "direct threat" and cannot be grounds for denying access to a service animal.

Appropriate alternative accommodations will be made to provide the individual with access if the animal is unable to accompany. For example, a lab course may require a sterile working environment, and the presence of the service animal may directly impact the ability to maintain a sterile working environment.

Procedures for Obtaining Approval of the Use of a Service Animal within University Buildings

Employee. While an employee is not required to submit an accommodation request to bring a service animal into a University building, he or she may seek further advice on services the University can provide to employees with disabilities. Refer to the University's Employee Handbook.

Student. While a student is not required to submit an accommodation request to bring a service animal into a University building, he or she may seek further advice on services the University can provide to students with disabilities. Information may be found at: <https://www.oak.edu/student-services>.

Students with Service Animals Residing in University Housing. A student must seek registration for a service animal to reside in University housing space. Information and procedures to gain approval may be found at these webpages: <https://www.oak.edu/student-services>.

Emotional Support Animal

Students seeking to bring an emotional support animal on campus must request a reasonable accommodation through the interactive accommodation review process. This process often involves additional conversations between the Disabilities Coordinator and the requesting student. If the student resides in on-campus housing, the Director of Student Life or the Director of University Housing will be included in the conversations. The Coordinator for Disability Services will request supporting documentation.

Criteria for Emotional Support Animals in University Housing

Typically, an emotional support animal is prescribed to an individual with a disability by a healthcare or mental health professional and is an integral part of a person's treatment process.

Students living in university housing seeking accommodation for an emotional support animal must initiate the accommodation request at least thirty (30) days prior to the desired move in date. Once the accommodation request is granted, the student must complete the registration for an emotional support animal to reside in University housing space. Registration forms for service and emotional support animals in university housing are available at <https://www.oak.edu/student-services>.

Consistent with federal and state law, a service or assistance animal may be prohibited from an Oakland City University facility or program if the animal's behavior or presence poses a direct threat to the health or safety of others. It may be excluded from areas where its presence fundamentally alters the nature of a program or activity, if the animal is disruptive, if its presence would result in substantial physical damage to the property of others, or if it substantially interferes with the reasonable enjoyment of the housing or public accommodation by others.

Procedures for Obtaining Approval of the Use of an Emotional Support Animal within University Housing

An accommodation request to bring an emotional support animal into a University building must be completed and approved. The student must initiate the accommodation request at least thirty (30) days prior to the desired move in date. If the accommodation request is granted, the student must complete the registration for an emotional support animal to reside in University housing space. Registration forms for service and emotional support animals in university housing are available at <https://www.oak.edu/student-services>.