



Office of Accessible Education
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Service Animal (SA) Policy, Procedures & Guidelines

Baldwin Wallace University (“BW” or “University”) recognizes the importance of Service Animals (SAs), as defined by the Americans with Disabilities Act Amendments Act (ADAAA), in providing safety and independence for individuals with disabilities. BW is committed to allowing individuals with disabilities the use of Service Animals on campus to facilitate their full participation and equal access to the University’s programs and activities.

The Americans with Disabilities Act defines a Service Animal as a dog, “that is individually trained to do work or perform tasks for people with disabilities.” The work or tasks a dog has been trained to provide must be directly related to the person’s disability. A Service Animal can be any breed or size. It may wear specialized equipment such as a backpack, harness or special collar or leash, but is not required to do so.

The Department of Justice further states that “dogs whose sole function is to provide comfort or emotional support do not qualify as Service Animals.”

Service Animals are subject to the same licensing and vaccination rules that are applied to all dogs.

Section I: Definitions

A. Service Animal: “Service Animals (SAs)” perform some of the functions and tasks that the individual with a disability cannot perform on their own. Some examples include:

1. Assisting individuals who are blind or have low vision with navigation and other tasks
2. Alerting persons with hearing impairments to the presence of people or sounds
3. Pulling a wheelchair
4. Providing physical support and assistance with balance and stability to individuals with mobility impairments
5. Assisting individuals during a seizure or other medical event
6. Retrieving items for the individual, such as medication
7. Helping individuals with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors

B. Owner: The “Owner” refers to the student who requested the accommodation to bring the SA to Campus.

C. Office of Accessible Education: The Office of Accessible Education (“OAE”) collaborates with students, faculty and staff to ensure that students with documented disabilities have equal access to all BW programs, services and activities.

Section II: Procedures for Requesting Service Animals

Individuals with Service Animals should register with the Office of Accessible Education to eliminate potential concerns or miscommunication. To ensure appropriate Service Animal notification, please complete the following steps:

A. Request for Accommodation

Incoming students, or students making a request for a Service Animal notification for the first time, should complete an online application for accommodations using the Accessible Education Online System. To do so, please visit our website at www.bw.edu/accessible-education. There, you will scroll down to Applying for Accommodations, select “Applying for Academic Accommodations”, then select “Academic Accommodations”, then “Complete OAE Online Application” and select, “Click here to begin your application.”

Select “Service Animal Notification” under Disability Notification. Under the “Additional Note or Comment Section” please specify if the dog is individually trained to do work or perform task(s) related to your disability; and if so, what work or task(s) has the dog been trained to provide. The work or tasks a dog has been trained to provide must be directly related to your disability.

B. Notification

Notice will be sent to faculty, via email, to alert them to the presence of the Service Animal. It is the Owner’s responsibility to forward the Service Animal Notification to any other appropriate involved parties (academic advisor, placement coordinator, etc.) for informational purposes.

The Owner must submit a Faculty Notification Letter request every semester for which they intend to notify faculty that they will have a Service Animal on campus. To do so, please complete the following steps:

1. Log in to the OAE Information Management System at <https://yukon.accessiblelearning.com/BW>.
2. Once you are logged in, on the Overview Page, your course schedule will appear below the Important Message(s) box.
3. Select the courses for which you want notice sent by checking the box next to each course.
4. After selecting the applicable courses, select “Continue to Customize Your Accommodations”.
5. Select the specific accommodations for each class by selecting the box next to the accommodation, then select “Submit Your Accommodation Requests”.

C. Deadlines

Whenever possible, the Owner should submit the request for a Service Animal Notification in advance of bringing the animal to campus. When the Service Animal is acquired or replaced *after* the start of a term, the Office of Accessible Education will work with the student to provide appropriate notice to faculty as quickly as possible.

Section III: Responsibilities of Owners and Services Animals

Baldwin Wallace University is not responsible for the care or supervision of Service Animals. Service Animal owners are responsible for the cost, care, and supervision of the Service Animal including:

1. Compliance with any laws 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 waste

Additionally, the owner:

1. Should ensure that the Service Animal does not approach and sniff other individuals, dining tables, or the personal belongings of others;
2. Must assure that the Service Animal does not block fire or emergency exits; and
3. Must assure that the Service Animal does not display behaviors or noises that are deemed disruptive to others unless said noise/behaviors are part of the needed disability service to the owner.

Note: BW will not require surcharges or fees for Service Animals. However, the Owner may be charged for damage caused by a Service Animal to the same extent that BW would normally charge a person for the property damage they cause.

Section IV: Service Animal Exclusions

A Service Animal may be excluded from any authorized area and its owner may be subject to disciplinary action if, including but not limited to:

- The Service Animal displays aggressive or disruptive behavior or noises, and effective action is not taken to control it unless said noise/behavior(s) are part of the needed disability service to the owner*;
- The Service Animal is not housebroken.
- The Service Animal poses a direct threat to the health and safety of others.
- The Service Animal is not in good health, well-groomed or cared for.
- The Service Animal infringes inappropriately into others' personal space.
- The Owner intentionally uses the Service Animal to block identified fire or emergency exits.

*Service Animals who exhibit aggression are not permitted on University premises, regardless of whether or not they have "actually" injured someone. In other words, the University does not have to wait until someone is harmed; aggressive behavior is automatically disqualifying.

Section V: Removal of the Service Animal

If an issue arises as to whether a Service Animal should be removed from campus, the University will base such determinations upon consideration of the behavior of the particular Service Animal at issue, unless it has demonstrated aggressive or threatening behavior. The determination will not be based on speculation or fear about the harm or damages the Service Animal may cause. Any removal of the Service Animal will be done in consultation with OAE and may be appealed through the Baldwin Wallace University Grievance Procedure. The Owner will be afforded all rights of due process and appeal, as outlined in that process. BW may require the individual to remove the Service Animal if:

- A. The Service Animal poses a direct threat to the health or safety of others or causes substantial property damage to the property of others;
- B. The Service Animal's presence results in a fundamental alteration of a University program;
- C. The Owner does not comply with the Owner's Responsibilities set forth above;
- D. The Service Animal or its presence creates an unmanageable disturbance or interference with the University community. If the Service Animal is disruptive to the classroom or living environment for others (for example, barking or other loud noises, significant odor, etc.).

Section VI: Additional Information

Baldwin Wallace University reserves the right to amend the Service Animal Policy, Procedures and Guidelines at any time as circumstances require.

For students living in University Housing, please contact the Office of Residence Life (reslife@bw.edu) regarding procedures for a Service Animal in residence.

For information related to other OAE policies and procedures, please contact:

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