



The Office for Disability Services  
Student Manual  
2025-2026



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## **Introduction**

### **Tiffin University's Commitment to Equal Access**

Tiffin University ("TU" or the "University") is committed in policy and practice to providing an educational experience and environment that is equally accessible for all, including those with a documented disability, so that individuals with disabilities have equal access and opportunity to learn and achieve based on their innate abilities and are not inhibited by barriers created by the interaction between their disability and the institutional environment or academic requirements.

TU's Office for Disability Services ("ODS" or "Disability Services") supports this institutional commitment by providing educational opportunities for qualified individuals with disabilities through accessible programs and services in compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act (ADA) of 1990, as amended by the ADA Amendments Act of 2008 (ADAAA). In addition, the Office serves as a resource to the University community by providing consultation and advocacy services related to compliance.

### **Overview of This Manual and the Office for Disability Services**

This Manual serves as a guide to services available to students with disabilities at TU and the policies and procedures to be followed in accessing those services. Individuals with disabilities are encouraged to read and understand the information contained in this Manual. Individuals will gain value from the content of this Manual and should familiarize themselves with it. TU reserves the right to amend this Manual at any time as circumstances require. Alternate forms of this Manual can be obtained from Disability Services using the contact information included in the "About The Office for Disability Services" section of this Manual.

The Office for Disability Services is the primary point of contact for students with disabilities who need accommodations. ODS collaborates with students, faculty, and staff to ensure that individuals with disabilities have full and equal access to the University's academic and institutional programs, activities, and environments.

The 504 Coordinator helps the institution translate the law into Policy and has the authority to interpret the application of the Policy. The 504 Coordinator also makes final determinations about fundamental alterations and undue burdens.

The Coordinator for Disability Services manages the daily operations of the Office for Disability Services. The Coordinator receives student accommodation requests, reviews student narratives and supporting documentation about their requests, and makes accommodation decisions. The Coordinator facilitates the implementation of the accommodations and assists faculty and staff in understanding their role in removing barriers to students with disabilities. The Coordinator also assists students, faculty, and staff in seeking a resolution for an informal grievance and serves as a resource for the University community on disability compliance and advocacy.

## **Notices Regarding Self-Advocacy, Confidentiality, and Universal Academic and Behavioral Standards**

### ***Students are Expected to be Their Own Advocates***

As adults, students must become their own disability advocates and learn to communicate with others to meet their accommodation and disability needs. However, students do not have to disclose specific information about their disabilities to instructors or University administrators directly. Any questions about the appropriateness of an accommodation can be directed to ODS. Faculty and staff need to recognize that some individuals find disclosing their disability difficult. This challenge is especially true of first-year students, newly diagnosed individuals, or individuals with an acquired disability who have not had to explain it at the high school level. Instructors should not make accommodations without consulting with ODS first, nor should instructors accept or review medical documentation or psychological reports if offered by a student to support an accommodation request.

It is the responsibility of the student with a disability to request a reasonable accommodation and engage in an interactive process with Disability Services to identify if the accommodation is necessary for equal access. Failure to make a request, provide appropriate documentation, or respond to ODS staff inquiries may result in a delay or denial of an accommodation.

### ***Confidentiality is a Priority***

TU and ODS place the highest priority upon maintaining the confidentiality of all personal information in its care. We acknowledge that individuals with disabilities still face misunderstanding and discrimination. Student records in the possession of ODS are governed by the legal requirements of the Family Educational Rights and Privacy Act (FERPA). This law prevents the release of certain student information to individuals outside the University unless the student gives explicit consent. Note, however, that confidential information may be shared with University employees outside of ODS if deemed necessary to ensure the successful implementation of accommodations or to respond to a student grievance or appeal of a Disability Services decision about a requested accommodation. Information about FERPA can be found at [FERPA, U.S. Department of Education: Protecting Student Privacy](#).

### ***Students Granted Accommodations Must Adhere to University Academic and Behavioral Standards***

Students with disabilities are held to the same academic and behavioral standards as students without disabilities, including those granted accommodation through ODS' policies and procedures. These standards include attendance and arriving to class on time unless deemed necessary for full and equal access by official documentation and/or if specific situations arise. The existence of a disability, in and of itself, does not excuse behavior that violates the Code of Student Conduct and Community Standards. The Code of Student Conduct and Community Standards is located in the Student Handbook on [TU's Student Conduct & Community Standards Website](#). Students found

severely violating the Code of Student Conduct and Community Standards may be refused future services and subject to other action as outlined in the Student Handbook.

## **About the Office for Disability Services**

### **Contact Information**

Telephone: 419-448-3021

Fax: 419-443-5030

E-mail: [disabilityservices@tiffin.edu](mailto:disabilityservices@tiffin.edu)

### **Address**

Mailing Address: Tiffin University  
Office for Disability Services  
155 Miami Street, Tiffin, OH 44883

Physical Location: In the Center for Compliance, Accessibility, Resources, and Education (CARE) in Friedley Hall

[Campus Map & Directions](#)

### **Hours of Operation**

Fall & Spring Semesters: Monday-Friday 8:00 a.m. to 5:00 p.m.

Summer Semester: Monday-Thursday 8:00 a.m. to 5:00 p.m. & Friday 8:00 a.m. to 3:00 p.m.

### **Staff List**

#### ***Juliene Huston***

Coordinator for Disability Services & 504 Coordinator

419-448-3021

[hustonjr@tiffin.edu](mailto:hustonjr@tiffin.edu)

### **Webpage**

<https://www.tiffin.edu/about/center-for-care/disability-services/>

### **Information for Guests with Disabilities**

For information and questions about access or reasonable accommodation, guests may contact the Office for Disability Services by any means listed above.

## **The Accommodation Approval Process**

The Office for Disability Services encourages prospective students with disabilities to contact ODS during the pre-admissions process for general information about the services we provide. However, prospective students should wait until they have been accepted and have committed to attending TU to fill out the *Disability Services Registration Form*.

Due to modification of federal and state regulations, guidance, and laws, together with University Policy changes, TU reserves the right to amend the Policies in this Manual without notice. Refer to the electronic copy on Tiffin University's website for the most up-to-date version.

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Eligibility for services or accommodation from the Office for Disability Services is a separate process from TU's Admissions process. Requesting services through ODS has no impact on admissions decisions, financial aid, or eligibility to enroll in courses or for other student services.

Disclosure of a disability is voluntary. Individuals with disabilities are not required to register or identify themselves in any way unless there is an access issue and they wish to receive services or accommodation from the University. Individuals with qualifying disabilities who need accommodation must follow the "Accommodation Approval Process" outlined in this Manual to determine if the accommodation is necessary and reasonable for equal access. No accommodation should be provided to a student with a disability unless it is approved by Disability Services using this designated process. It is the individual with a disability's responsibility to initiate the process as needed. It is important to note that not all accommodation requests may be fulfilled.

The steps in the "Accommodation Approval Process" include the following:

- The student registers with the Office for Disability Services;
- The student takes part in the interactive process with ODS;
- The student submits supporting documentation; and
- Disability Services conducts an accommodation request analysis.

The entire "Accommodation Approval Process" should be completed a minimum of 2-3 weeks before the accommodation is needed, depending on the nature of the request. Failure to fully complete the "Accommodation Approval Process" before it is needed may result in forfeiture of the accommodation.

## **Registering with the Office for Disability Services**

Although TU will accept and consider requests for reasonable accommodation at any time, the individual requesting accommodation should start the "Accommodation Approval Process" far enough in advance to allow the entire process to be completed a minimum of 2-3 weeks before the accommodation is needed unless a specific timeframe is otherwise noted in this Manual. Individuals who elect not to provide advance notice of their disability to the University through the ODS process may deprive themselves of opportunities to appeal later or challenge any adverse grades or other issues that arise. If a request is made fewer than 60 days, or the specified timeframe otherwise noted, before the individual needs the accommodation, TU cannot guarantee that it will be able to meet the individual's accommodation needs during the requested timeframe.

The individual with a disability starts the "Accommodation Approval Process" by filling out the online [Disability Services Registration Form](#). This form can be found on the [Disability Services webpage](#) under the "Registration" tab.

Absent exceptional circumstances, Disability Services will attempt to respond to the individual with a disability's request for accommodation within thirty (30) business days

of receiving their *Registration Form*. This response will be emailed to the individual's Tiffin University email address.

### **Interactive Process**

The interactive process is an informal dialogue between the individual with a disability and the Coordinator for Disability Services to identify the precise barriers resulting from the intersection of the individual's disability and the University's programs, activities, and environments to determine the potential reasonable accommodations that could remove those barriers. The interactive process takes place during an Inquiry Meeting.

The response email sent to the individual with a disability upon receiving the *Registration Form* will contain a letter instructing the individual to schedule an Inquiry Meeting. It is the individual with a disability's responsibility to schedule this meeting, which can take place in person, virtually, or by phone. The individual must be present during this interactive process; no one else can stand in for the individual with a disability on their behalf.

Items that will be discussed during the interactive process include, but are not limited to:

- The overall "Accommodation Approval Process" and requirements;
- The individual's diagnosed physical or mental impairment;
- If and how the physical or mental impairment substantially limits one or more of the individual's major life activities;
- The academic or institutional barriers that prevent the individual from having full and equal access to the University's programs, activities, and environments;
- The reasonable academic, housing, or dietary accommodation the individual is requesting that will provide full and equal access to TU's programs, activities, and environments;
- The documentation necessary to support the need for accommodation(s) because of a disability;
- Any additional information or subsequent meetings that may be needed to complete the "Accommodation Approval Process";
- How the accommodation(s), if approved, will be implemented;
- The student's responsibility for self-advocacy; and
- Additional campus resources available to support students with needs that fall outside the scope of Disability Services.

### **Supporting Documentation**

To receive reasonable accommodation for a disability, the individual with a disability must provide appropriate supporting medical documentation. The documentation can be submitted at any time during the "Accommodation Approval Process."

There are three acceptable sources or forms of documentation that can be provided to support the need for accommodation because of a disability.

- **Primary Documentation** - This is the Individual's self-report of how the physical or mental impairment substantially limits their major life activities. It is their personal account of their experiences with a disability, the academic or institutional barriers they encounter, and the accommodations they find are effective and ineffective in overcoming those barriers. This documentation source may be sufficient in cases where the disability is visible and its impact is apparent.
- **Secondary Documentation** - This is the impressions and conclusions formed by the Coordinator for Disability Services during the interactive process with the individual or in evaluating the effectiveness of previously implemented accommodations. The Coordinator uses their professional experiences to observe the individual's language, performance, and strategies to validate the individual's self-report.
- **Tertiary Documentation** - This is written documentation from external or third-party sources. This documentation source is necessary in cases where the disability is invisible or its impact is not apparent.

### ***Tertiary Documentation Guidelines***

Third-party documentation is generally required to support the need for most accommodation requests. The specific document format provided is left up to the professional. However, the document must meet the following requirements to be sufficient:

- The documentation must come from a licensed or otherwise properly credentialed medical or mental healthcare professional who has direct experience with the specific individual and their disability.
  - The professional must be appropriately and comprehensively qualified in the particular area of medicine to diagnose the individual's physical or mental impairment.
  - A medical or mental healthcare professional includes, but is not limited to, a physician, surgeon, specialist, psychiatrist, psychologist, physician's assistant, or nurse practitioner.
  - The professional must be located in the individual's hometown, Tiffin, or those immediate surrounding areas. Documentation will not be accepted from Tiffin University Student Support Service providers.
  - The professional cannot have a personal relationship with or be a family member of the evaluated individual.
  - The documentation must include the following:
    - The professional's name, address, phone number, email address, title, and professional credentialing, including information about licensing and certification, specialty area, and qualifications for helping people with this specific type of disability.
- The documentation must be recent (within the past five years) and age-appropriate, depending on the nature and type of disability, to determine the need for accommodation based on the individual's current level of functioning.

- Disability Services will review the document's appropriateness on a case-by-case basis and may request more recent documentation if the disability symptomology varies over time.
- The documentation must include an explanation of the current status of the specific individual's disability.
  - If there is an official diagnosis, any psychological or physical test data relevant to the diagnosis should be included.
    - How does the individual meet the diagnostic criteria, and what are the facts and observations upon which the professional based the diagnosis?
    - Prescription pad notes will not be accepted as documentation due to their brevity, as these typically do not provide the information required.
    - A diagnosis alone does not necessarily equate to a disability or the need for accommodation.
  - What is the nature of the individual's physical or mental impairment and how does it substantially limit the individual's major life activities as it pertains to their participation in TU's academic and institutional programs, activities, and environment?
  - In what way, severity, and frequency do the individual's symptoms and functional limitations substantially inhibit their ability to perform their major life activities?
  - Major life activities include but are not limited to the following:
    - Caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.
    - Major bodily functions such as functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.
- The documentation should state what institutional barrier keeps the individual from having full and equal access to TU's academic and institutional programs, activities, and environments.
  - Institutional barriers include obstacles the University can regulate. Institutional barriers do not include difficulties only the individual has control over, such as personal disability management issues.
- The documentation should state what specific academic, housing, or dietary accommodation is needed, with an explanation of why the accommodation is necessary based on the individual's functional limitations.

- How will the accommodation provide the individual full and equal access to TU's academic and institutional programs, activities, and environment?
- Accommodations are to ensure full and equal access to TU's academic and institutional programs, activities, and environment. Accommodations are not a form of treatment or for the benefit or success of the individual with a disability.
- Disability Services holds the sole authority to determine what accommodation is reasonable and acceptable in the postsecondary environment. Disability Services works directly with the individual with a disability to determine what accommodation is necessary and avoid unfair advantages or modifications to University programs' standards.
- The documentation must be typed on professional letterhead in English and sent by the medical or mental healthcare professional directly to the Coordinator for Disability Services via fax, email, or USPS mail.
  - Fax: 419-443-5030
  - Email: [disabilityservices@tiffin.edu](mailto:disabilityservices@tiffin.edu)
  - Mailing Address: Tiffin University  
Office for Disability Services  
155 Miami Street, Tiffin, OH 44883

The medical or mental healthcare professional may require the individual with a disability to sign a release of information form authorizing the professional to disclose the individual's medical information to Disability Services.

If the documentation provided does not contain sufficient information to determine if accommodation is necessary, Disability Services may ask for additional documentation. This process may include getting permission from the individual to speak directly to the medical or mental healthcare professional for clarification or verification.

A previous Evaluation Team Report (ETR), Individualized Educational Program (IEP), Summary of Performance (SOP), or 504 Plan alone is generally insufficient to establish full eligibility for accommodation in higher education. However, these documents can aid in the process of determining what accommodation is appropriate. Individuals requesting accommodation may upload their most recent ETR, IEP, SOP, or 504 Plan with the Disability Services Registration Form to be considered during the "Accommodation Approval Process."

Disability Services does not conduct or pay for medical or psychiatric evaluations or diagnostic testing. DS also does not recommend particular professionals who provide those services.

### **Accommodation Request Analysis**

All accommodation requests are considered individually on a case-by-case basis. Disability Services seeks to answer the following questions to determine if the accommodation request should be approved or not approved:

- Does the individual have a qualifying disability according to the legal definition of a disability?
- Is the individual “otherwise qualified” to meet TU’s standards?
- Is the barrier created by the University?
- Is the requested accommodation necessary to provide full and equal access to TU’s academic and institutional programs, activities, and environments? and
- Is the requested accommodation appropriate and reasonable in the higher education setting?

### ***Does the Individual Have a Qualifying Disability?***

The individual requesting accommodation must meet the ADA’s definition of an individual with a disability to qualify for accommodation.

#### **The Definition of a Disability**

- The term “disability” means, with respect to an individual:
  - A physical or mental impairment that substantially limits one or more major life activities of such individual;
  - Having a record of such an impairment; or
  - Being regarded as having such an impairment.

#### **Major Life Activities**

- In general, these include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.
- These also include the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

Impairments with an actual or expected duration of six (6) months or less and are minor do not qualify as a disability. However, an impairment that is episodic or in remission does qualify as a disability if it would substantially limit a major life activity when active. The corrective effects of mitigating measures, such as medication, equipment, assistive technology, accommodations, auxiliary aids or services, or adaptive behavior, are not considered in determining if an impairment substantially limits a major life activity.

### ***Is the Individual “Otherwise Qualified?”***

The individual with a disability must be capable of fulfilling the essential functions and requirements of the University’s academic programs, with or without the provision of reasonable accommodation. They must meet the same academic, technical, professional, and behavioral standards as all other students at the institution.

### ***Is the Barrier Created by the University?***

The barrier(s) must be an obstacle created by TU that prohibits an individual with a disability from having full and equal access to the University's programs, activities, and environments to the same extent as all other students. The barrier(s) the individual experiences must be at the intersection between their disability and the University's programs, activities, and environments.

Internal personal barriers and ineffective disability management do not constitute institutionally created barriers.

### ***Is the Requested Accommodation Necessary to Provide Access?***

The accommodation must eliminate the barrier between the individual's disability and TU's academic and institutional programs, activities, and environments. Accommodation will not be approved based solely on preference or as an aid for success.

### ***Is the Requested Accommodation Appropriate and Reasonable?***

There must be a direct and logical connection between the barrier to access, the individual's functional limitation, and the requested accommodation. The accommodation must remove the barrier.

Accommodations that may have been appropriate at the secondary level or other institutions may not be appropriate or reasonable at Tiffin University. Accommodations may be appropriate in some circumstances but not others, or for some individuals but not others.

An accommodation is reasonable when:

- It is necessary to provide equal access;
- It does not lower academic standards or fundamentally alter the essential elements of a course or curriculum;
- It does not substantially alter the manner in which the University provides its services;
- It does not present an undue financial or administrative burden on the University;
- It does not constitute services of a personal nature; or
- It does not pose a direct threat to personal or public health or safety.

### **Accommodations that are Approved**

Accommodation requests are typically approved if all previous requirements are met. When an accommodation is approved, the Office for Disability Services will send the *Accommodation Approval Letter* to the individual with a disability via their TU email and copy the appropriate parties on a need-to-know basis.

The accommodation is in effect as of the date on the *Accommodation Approval Letter* unless otherwise noted in the letter. Accommodation will not be provided until the individual receives this letter. An approved accommodation is not retroactive; therefore, grades may not be changed, and tests may not be readministered if they took place

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before the letter was issued. All letters issued by the Office for Disability Services are confidential. Their contents may only be shared or discussed with those copied in the letter or others on a need-to-know basis if the student or Coordinator for Disability Services permits.

Upon receiving the *Accommodation Approval Letter*, the individual with a disability is responsible for verifying the appropriate courses and accommodations are listed. The individual must notify the Coordinator for Disability Services immediately if anything changes regarding their accommodation, such as a change in their class schedule or the professor after the letter is issued. The individual must also verify that all the appropriate parties received a copy of the letter and is encouraged to connect with the parties to discuss how the accommodation will be implemented. The individual should contact the Coordinator immediately if issues with the approved accommodation arise, as delays in contact may limit the resolutions available.

### **Accommodations that are Not Approved**

Accommodation requests that do not meet all of the previous requirements are generally not approved, at least not as of that time. Often, additional documentation may be needed, or the interactive process may need to continue to meet those requirements.

Accommodation may not be necessary if the services are already available to all students elsewhere on campus. In those circumstances, referrals to those services will be made.

A specific accommodation may not be approved exactly as requested; however, an equally effective alternative accommodation may be approved instead to provide full and equal access to TU's academic and institutional programs, activities, and environments.

If the accommodation is not approved, the Office for Disability Services will send the *Accommodations Not Approved Explanation Letter* to the individual with a disability via their TU email and copy the appropriate parties on a need-to-know basis. The letter will list the accommodation(s) that is not approved and will specify why it is not approved.

## **Grievance and Appeal Policy**

### **Grievances**

Students, faculty, and staff may submit an informal grievance via email to the Coordinator for Disability Services for cases when advocacy for access is needed. As a part of the informal grievance and interactive process, the Coordinator will assist students, faculty, and staff in seeking a resolution for the situation. Advocacy services may include, but are not limited to:

- Gaining access to inaccessible programs, activities, or environments;
- Ensuring the use of approved accommodations when requested;
- Ensuring the proper use of approved accommodation by the student; and
- Compliance concerns.

Most disability-related issues or complaints about accommodations and equal access are resolved at this level. Therefore, the matter is closed if the student, faculty, or staff member accepts the proposed resolution.

## **New Information**

New information or documentation that was unavailable when the *Accommodations Not Approved Explanation Letter* was sent is not grounds for an appeal. If the individual whose accommodation request was not approved has substantive and relevant new information or documentation that may change the outcome of the decision, the individual must give it to the Coordinator for Disability Services promptly for reconsideration.

The individual must submit the new material with a summary and its potential impact on the decision within the same semester of the initial request. If the new material is not obtained within the same semester, the individual can submit it along with their [Disability Services Registration Form](#) for the next semester. Information about “Supporting Documentation” and “Tertiary Documentation Guidelines” can be found earlier in this Manual.

Upon receipt of the new material, the Coordinator for Disability Services may ask to meet with the individual with a disability again and review the new information to make a final decision. Notification of the final decision will follow the same process for all accommodation requests according to this Manual.

## **Appeals**

An individual whose accommodations are not approved may appeal the final decision.

### ***Grounds for Appeal***

Appeals for accommodations not approved are limited to the following grounds:

- Procedural irregularity that affected the outcome of the request (e.g., material deviation from established procedures); or
- The Coordinator for Disability Services had a conflict of interest or bias for or against the individual requesting the accommodation.

Disagreement with the final accommodation decision is not, by itself, grounds for an appeal.

## ***Appeal Procedures***

The student wishing to appeal an accommodation decision must submit the online [Office for Disability Services Appeal Request Form](#) within three (3) business days of the date listed on the *Accommodations Not Approved Explanation Letter*.

Upon receipt of the *Appeal Request Form*, a member of the Center for Compliance, Accessibility, Resources, and Education (CARE) will be assigned to the appeal request. If the grounds for appeal meet one or more of the requirements in this Policy, the CARE staff member may request a meeting with the Appellant to discuss the appeal in more detail. The CARE staff member may also request a meeting with the Coordinator for Disability Services and review other relevant information and case notes as a part of the decision-making process. The CARE staff member will notify the Appellant and the Coordinator for Disability Services of the Appeal Request's final decision via the *Appeal Request Outcome Letter*.

These appeal procedures do not prohibit individuals from requesting new or modified accommodations based on changes in circumstances, such as new or changes to courses, activities, or existing disabilities. New or modified accommodation requests will follow the standard "Accommodation Approval Process" according to this Manual.

## ***Outcomes***

The CARE staff member may come to one of the following resolutions concerning the Appeal Request:

- Deny the appeal request because the grounds for appeal do not meet the requirements in this Policy;
- Uphold the initial accommodation decision; or
- Reverse the initial accommodation decision in part or full, and refer the case back to the Coordinator for Disability Services for further review and final determination.

Once a decision is made on the Appeal Request, the outcome is final. There are no other internal appeal options available.

## **Internal Complaints of Discrimination, Harassment, and Retaliation**

Students who feel they have been discriminated against, harassed, or retaliated against based on disability may file a formal internal complaint by completing Tiffin University's [Title IX and Civil Rights Online Report Form](#). This right is in accordance with Tiffin University's [Title IX & Civil Rights Policy](#).

All complaints will be taken seriously and investigated promptly. If it is determined there has been a violation of University policy, appropriate disciplinary, administrative, or other actions will be taken at TU's sole discretion. For more information on this Policy, please review the [Title IX & Civil Rights Policy](#) on the TU website.

## External Complaints

Individuals may file an external complaint with the United States Department of Education Office for Civil Rights (OCR).

[How to File a Discrimination Complaint with OCR](#)

### ***Office for Civil Rights National Headquarters U.S. Department of Education***

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## Accommodations

The ADA states that postsecondary institutions must provide reasonable accommodations and make appropriate modifications or adjustments to a course, program, service, policy, or facility when a student discloses a disability. The institution must also provide auxiliary aids and services that enable students with disabilities to participate in, have access to, and benefit from all academic and institutional programs, activities, and environments provided by the educational institution.

Accommodations are based on the impact of the disability, the essential elements of the program or activity, and the interactive process with the student. TU considers all accommodation requests individually on a case-by-case basis. Accommodations provide an alternative way to accomplish the course objectives or requirements by eliminating or reducing institutional barriers for equal access. Accommodations provide a level playing field, as opposed to an unfair advantage, and vary according to how individuals experience their disability.

Accommodations are not a form of treatment or for the benefit or success of the individual with a disability. Tutoring services are not considered an accommodation as they are available to all TU students regardless of ability. Also, the University is not required to provide personal items needed to accomplish daily activities at school or elsewhere, such as a wheelchair, hearing aid, etc.

## **Accommodation Categories**

ODS offers a variety of accommodations and services for individuals with disabilities. Accommodations fall under four general categories:

- Academic
- Housing
- Dietary
- Temporary

An academic accommodation is valid for the semester it is issued and must be renewed every semester it is needed. A housing accommodation is valid for the Housing contract period it is issued and must be renewed every Housing contract period it is needed. A dietary accommodation is valid for the dietary contract period it is issued and must be renewed every dietary contract period it is needed. A temporary accommodation is valid for the period the student is temporarily impaired and will be terminated when it is no longer needed.

## **Common Accommodations and Services**

While there is no comprehensive list of accommodations and services Tiffin University offers, some of the more common types include, but are not limited to:

- Alternative Media
  - Textbooks
- Assistive Technology (AT)
- Blind and Low Vision Services
- Deaf and Hard of Hearing (HOH) Services
  - Interpreting Services
- Dietary Accommodations
- Note-Taking Tools and Services
- Temporary Accommodations
  - Surgeries
- Testing Accommodations
- University Housing Accommodations
  - Emotional Support Animals (ESA)
- Other Accommodations and Services
  - Attendance Policy Modifications
  - College Credit Plus (CCP) Accommodations
  - Coursework Deadline Flexibility
  - Lab Assistant
  - Personal Care Assistant (PAC)

- Service Animals (SA)

### ***Alternative Media***

ODS provides Alternative Media (course materials converted into an accessible format) to authorized students with disabilities. Textbooks, electronic documents, exams, and other print materials are converted into several different formats, including, but not limited to:

- PDF (Portable Document Format) with Text
- DOC (Word Document)
- MP3 (Audio Format)
- Paper Enlargements
- Braille

Requests for alternative media must be made at least sixty (60) days before the beginning of the semester it is needed. The authorized student is responsible for requesting alternative media during the “Accommodation Approval Process.” If a course is dropped or the media is no longer needed, students must notify DS immediately by emailing [disabilityservices@tiffin.edu](mailto:disabilityservices@tiffin.edu). The accessible media may only be used by the approved individual and must not be duplicated or redistributed to others.

### **Textbooks**

TU students receive all textbooks through the DragonACCESS program. If a qualified student needs alternative textbook formats (printed, enlarged text, digital, Braille, etc.) as an accommodation, DS will secure the alternative format for the student.

### ***Assistive Technology (AT)***

ODS works with the University’s ITS department to provide individuals with disabilities access to Assistive Technology (AT) software and hardware on University-owned devices. AT includes any piece of hardware, software, or system used to improve the functional capacities of people with disabilities. All students can use AT equipment in areas on campus that are generally accessible to the public. DS does not provide AT for personal use or on private devices.

Common AT tools and supports include, but are not limited to:

- Speech Synthesis
- Speech Recognition
- Screen Reader
- Magnification
- Listening Aids
- Peripheral Devices

Certain AT is available for lease to authorized students with disabilities if such equipment is needed as an accommodation. The student with a disability is responsible for requesting the AT during the “Accommodation Approval Process” at least sixty (60)

days before the beginning of the semester it is needed. If approved, the lessee must sign the *Assistive Technology (AT) Equipment Lease Agreement* (See Appendix A) to receive the AT from the Office for Disability Services. The selection and quantities of items available for lease are limited and issued on a first-come, first-served basis. Individualized training on the use of the equipment is available to the student. Unless otherwise noted in the *Lease Agreement*, all AT must be returned by the last day of final exams each semester. The student assumes all financial responsibility for the loss of or damage to the AT equipment.

### ***Blind and Low Vision Services***

ODS coordinates various accommodations and services for individuals who are blind or have low vision. Other accommodations and services DS can provide, in addition to those already noted in this Manual, include, but are not limited to:

- Audio Description

### ***Deaf and Hard of Hearing (HOH) Services***

ODS coordinates various accommodations and services for individuals who are deaf or hard of hearing. Other accommodations and services DS can provide, in addition to those already noted in this Manual, include, but are not limited to:

- Interpreting Services
- Assistive Listening Devices
- Transcription Services
- Closed Captioning

### **Interpreting Services**

Interpreting services are available to translate spoken material in classes, labs, academic-related activities, and University events. These services will provide an equally effective communication experience in the deaf or HOH individual's preferred language. Interpreting services include, but are not limited to:

- Live Sign Language Interpreting
- Video Remote Interpreting (VRI)
- C-print
- UbiDuo

Individuals who are deaf or HOH must request interpreting services and equipment at least ten (10) business days before the class, lab, academic-related activity, or University event it is needed. The request can be made during the "Accommodation Approval Process" or by completing the online [Interpreting Services and Equipment Request Form](#). Other individuals on campus who need to effectively communicate with someone who is deaf or HOH during a class, lab, academic-related activity, or University event must fill out the online [Interpreting Services and Equipment Request Form](#) at least ten (10) business days before the service is needed.

If AT equipment is borrowed to communicate with an individual who is deaf or HOH, the lessee must sign the *Assistive Technology (AT) Equipment Lease Agreement* (See Appendix A) to receive the AT from the Office for Disability Services. The selection and quantities of items available for lease are limited and issued on a first-come, first-served basis. Individualized training on the use of the equipment is available. Unless otherwise noted in the *Lease Agreement*, all AT must be returned by the last day of final exams each semester. The student assumes all financial responsibility for the loss of or damage to the AT equipment. If the interpreting service or equipment is no longer needed, the individual must email [disabilityservices@tiffin.edu](mailto:disabilityservices@tiffin.edu) at least three (3) business days before the event to cancel the request.

### ***Dietary Accommodations***

Tiffin University has a tiered three (3) year meal plan requirement for students. Dining Services offers a variety of food options and safeguards that allow individuals with food allergies, sensitivities, and intolerances to make safe dietary choices. Dining Services works with these individuals to develop specialized meal plans that meet most dietary needs. Students with food allergies, sensitivities, or intolerances are not required to register with ODS to create a specialized meal plan. Students are encouraged to meet with the Dining Services Resident Director about their dietary restrictions, food allergies, or other food-related inquiries before they arrive on campus. Students can connect with [Dining Services](#) online or in person by asking for the Dining Services Resident Director in the Cole Dining Hall.

Students can learn more about the various meal options on the [Dining Services website](#).

### **Procedure for Requesting Meal Plan Waiver or Reduction**

An exemption from or reduction in TU's meal plan requirement as an accommodation is rare. However, it may be considered in the case of a documented disability that requires a special diet, which otherwise cannot be accommodated by developing a specialized meal plan with Dining Services. Disability Services is responsible for evaluating all requests for a meal plan exemption or reduction.

The procedure for requesting a meal plan waiver or reduction accommodation follows the "Accommodation Approval Process" outlined in this Manual, together with the requirements set forth below. However, to the extent the requirements and procedures in this Policy conflict with the "Accommodation Approval Process," this Policy takes precedence.

- An individual with a disability must complete the [Disability Services Registration Form](#) (*DS Registration Form*) before every dietary contract period in which accommodation is needed.
- Although TU will accept and consider requests for reasonable accommodation at any time, the individual requesting accommodation should complete the [DS Registration Form](#) as soon as practicably possible before the start of the dietary contract. However, if the accommodation request is made fewer than sixty (60)

days before the dietary contract begins, TU cannot guarantee that it will be able to meet the individual's accommodation needs during the first dietary contract period.

- If the need for accommodation arises when an individual is already in a dietary contract, the individual should complete the [DS Registration Form](#) as soon as practicably possible. However, TU cannot guarantee that it will be able to meet the individual's accommodation needs during the dietary contract in which the request is received.
- The individual requesting the meal plan exemption or reduction must meet with the Dining Services Resident Director to discuss their particular food allergies, sensitivities, or intolerances and subsequent dietary restrictions to determine if Dining Services can develop a specialized meal plan to meet the student's dietary needs. It is the individual with a disability's responsibility to schedule this meeting. The student must verify they have met with the Resident Director by providing the completed *Disability-Related Meal Plan Evaluation* form with the Director's signature and judgment to Disability Services (See Appendix B). This form must be filled out and returned to the Office for Disability Services before the Coordinator can complete the *Accommodation Request Analysis*.

### ***Determination of Reasonableness***

Factors considered in determining if the requested meal plan waiver or reduction accommodation is necessary and reasonable include, but are not limited to:

- If the individual's condition may be life-threatening if the request is not met;
- If there could be a permanent negative health impact if the request is not met;
- If the student has access to sufficient alternative means to provide sustenance for themselves;
- If the request falls under the definition of an accommodation that is unreasonable according to this Manual; and
- DS may consult with Dining Services, as necessary, to determine whether the requested accommodation is necessary and reasonable.

### ***Factors Not Considered During the Dietary Accommodation Request Analysis***

Disability Services does not consider the following factors when evaluating a meal plan waiver or reduction accommodation request:

- Dietary preferences or trends (e.g., Vegetarianism, Organic, Ketogenic, etc.);
- Class, athletic practice, rehearsal, or work schedules;
- Housing location or access to a kitchen;
- Financial status; or
- Whether or not all the student's meal swipes have been used in the past or will be used in the current academic year.

## ***Note-Taking Tools and Services***

ODS provides note-taking tools and services to students whose disabilities present barriers to having full access to course content in the classroom. The most appropriate note-taking tool or service for each student is determined through the interactive process with the student and their academic program. Note-taking tools and services are meant to supplement the student's classroom experience and are not intended to replace regular classroom attendance or participation.

### **Microsoft OneNote**

Microsoft OneNote is a digital note-taking application that provides a single place for taking, organizing, and storing notes on a computer or mobile device. The app is available to all current TU students as a part of Microsoft Office 365. Students do not have to register with Disability Services to use this app unless there is a classroom policy prohibiting the use of electronic devices. If electronic devices are not permitted in class, students with disabilities must complete the "Accommodation Approval Process" to determine if they can access electronic devices as an accommodation to use the note-taking app. Individualized training to use Microsoft OneNote is available to the qualifying students.

More information about accessing Microsoft Office 365 and OneNote is available on [Tiffin University's Information Technology Services \(ITS\) PC Recommendations webpage](#).

### **Peer Note-Takers**

Requests for a peer note-taker must be made at least sixty (60) days before the beginning of the semester it is needed. The student with a disability is responsible for requesting the peer note-taker during the "Accommodation Approval Process." The peer note-taker will take detailed notes during the class session and email them to a DS representative within twelve (12) hours of the end of class. The DS representative will email the notes to the student approved for the accommodation within twenty-four (24) hours of the end of class. The student approved for the accommodation must attend class to receive the peer notes. If the student is not present in class, it is their responsibility to secure notes on their own. If a course is dropped or the peer note-taker is no longer needed, students must notify DS immediately by emailing [disabilityservices@tiffin.edu](mailto:disabilityservices@tiffin.edu). The student with a disability and the peer note-taker's names will remain anonymous to each other.

### ***Temporary Accommodations***

ODS coordinates accommodations and services for individuals with temporary impairments that meet the definition of a disability under the ADA but have an actual or expected duration of six (6) months or less and are not minor. Short-term illnesses (e.g., colds, flu, etc.) do not qualify as a temporary disability.

The procedure for requesting temporary accommodations follows the "Accommodation Approval Process" outlined in this Manual, together with the requirements set forth

Due to modification of federal and state regulations, guidance, and laws, together with University Policy changes, TU reserves the right to amend the Policies in this Manual without notice. Refer to the electronic copy on Tiffin University's website for the most up-to-date version.

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below. However, to the extent the requirements and procedures in this Policy conflict with the “Accommodation Approval Process,” this Policy takes precedence.

- If the temporary impairment is not visible or its impact is not apparent, the student must provide appropriate supporting medical documentation. This documentation may be provided by the healthcare professionals listed in the “Tertiary Documentation Guidelines” in this Manual or by Tiffin University Student Support Service providers, such as athletic trainers and nurse practitioners, only if the temporary impairment falls under their scope of practice.
- Disability Services will get weekly or bi-weekly status updates on the temporary impairment from the student or TU Student Support Service provider, depending on the impairment and treatment provider.
- A temporary accommodation is only valid for the period the student is impaired. When the student is no longer substantially limited by the impairment, the accommodation will be terminated by receiving the *Temporary Accommodation Termination Letter*.

### **Surgeries**

Students are asked to avoid scheduling surgeries and intensive medical procedures that will interfere with class attendance and participation. To all extents possible, surgeries and medical procedures should be planned between semesters or during breaks. However, if surgery or a medical procedure is needed in an emergency and will interfere with regular class activities, the student should register with DS to facilitate communication with their professors and implement accommodations if required.

The procedure for requesting temporary accommodations for surgery or an intensive medical procedure follows the “Accommodation Approval Process” outlined in this Manual, together with the requirements set forth below. However, to the extent the requirements and procedures in this Policy conflict with the “Accommodation Approval Process,” this Policy takes precedence.

- The student must register with ODS as soon as practicably possible before the surgery date.
- The student must provide Tertiary documentation with the following information:
  - Name and credentials of the surgeon performing the procedure;
  - The procedure being performed;
  - The date and location of the procedure;
  - The length of time the student will be in the hospital after the procedure;
  - The length of time the student will not be able to work on coursework;
  - The date the student will be able to return to campus and/or the classroom;
  - The specific restrictions the student will be on after the procedure and for how long;
  - The accommodations needed when the student can continue coursework or return to campus and/or the classroom; and
  - If the student cannot return to campus and/or classroom for an extended period, over one (1) week, why?

- If the student is only out for the initial recovery period, approximately one (1) week immediately following the procedure), ODS will send an email to all of the student's professors verifying the surgery date and length of time the student will be absent and/or not able to work on coursework. The student is responsible for communicating with their professors during this time to make up all the missed coursework. Extensions on coursework will only apply to what is missed during this time frame.
- If the student cannot return to campus and/or the classroom after the initial recovery period, ODS will work directly with the student and each professor to determine if accommodation is appropriate for the student. The accommodation will be determined on a case-by-case basis depending on various factors, including where it is in the semester or term.
- If accommodations are needed when the student returns to campus and/or the classroom, ODS will put those in place according to the same process for temporary accommodations.

### ***Testing Accommodations***

Testing accommodations are adjustments to the standard assessment administration process. They are intended to remove disability-related barriers that students may experience in demonstrating their mastery of the curriculum material. Exams include in-class and online quizzes, exams, midterms, final exams, and other timed assessments. Common accommodations in this category include additional exam time, distraction-reduced testing environment, reader, scribe, and exams in alternative text formats.

### **Using Testing Accommodations**

Testing accommodations are difficult to administer in the regular classroom setting. Therefore, students who are approved for testing accommodations have two (2) options to utilize the accommodations.

- The student can schedule the assessment with the course professor at a date, time, and location that is convenient for both parties. Using this option, the course professor will proctor the accommodated assessment and must provide all the approved testing accommodations as stated on the *Academic Accommodation Approval Letter*.
- The student can schedule the assessment with the Pfeiffer Library.

### ***Procedure for Scheduling Tests in the Pfeiffer Library***

To ensure adequate space, time, and resources to administer accommodated testing, students must submit the [Student Test Scheduling Form](#) at least three (3) business days before they want to take the test in the Pfeiffer Library. The student must schedule the assessment as close to the original assessment date and time as possible and must be approved by the course instructor before it will be scheduled. The student must abide by all terms, policies, and procedures of the Pfeiffer Library as outlined in the [Student Testing Policies](#).

Please see the [Pfeiffer Library Testing Services](#) page on the TU website for more information about their services.

### ***University Housing Accommodations***

Housing assignments and the residential learning environment are integral parts of the overall higher education experience. TU recognizes the importance of providing reasonable accommodation in its housing policies and practices where necessary to provide individuals with disabilities full and equal access to University Housing programs, activities, and environments.

This Policy explains the specific requirements and guidelines that govern requests for reasonable accommodation in University Housing.

### **Procedure for Requesting Housing Accommodations**

Disability Services is responsible for evaluating if requests for reasonable accommodation in University Housing should be approved. Individuals with a disability who reside or intend to reside in University Housing and believe they need a reasonable accommodation must contact Disability Services.

The procedure for requesting reasonable accommodation in University Housing follows the "Accommodation Approval Process" outlined in this Manual, together with the requirements set forth below:

- An individual with a disability must complete the [Disability Services Registration Form \(Registration Form\)](#) before every Housing contract period when the accommodation is needed.
- Although TU will accept and consider requests for reasonable accommodation in University Housing at any time, the individual requesting accommodation should complete the [Registration Form](#) as soon as practicably possible before moving into University Housing. However, if the accommodation request is made fewer than 60 days before the individual intends to move into University Housing, TU cannot guarantee that it will be able to meet the individual's accommodation needs during the first semester of occupancy and will go on a waiting list.
- If the need for accommodation arises when an individual already resides in University Housing, the individual should complete the [Registration Form](#) as soon as practicably possible. However, TU cannot guarantee that it will be able to meet the individual's accommodation needs during the semester in which the request is received and will go on a waiting list.

### ***Information That May Be Requested***

Disability Services shall limit its requests for information to only the information necessary to verify whether the individual making the request has a disability and evaluate if the accommodation is necessary to provide the individual with full and equal access to University Housing programs, activities, and environments.

- Obvious Disability

- If the disability and the necessity for the accommodation are obvious (e.g., an individual with a physical disability using a wheelchair needs an accessible room), the individual need only explain what type of accommodation they are requesting. No verification of disability and necessity is required under these circumstances.
- Non-Obvious Disability or Necessity
  - If the disability is obvious, but the need for accommodation is not obvious, the University may require the individual to designate a licensed medical healthcare professional who can verify in writing that the requested accommodation is necessary to provide the individual with full and equal access to University Housing programs, activities, and environments.
  - If neither the disability nor the necessity for accommodation is obvious, the University will require the individual to designate a licensed medical healthcare professional who can verify in writing that the individual has a disability and that the requested accommodation is necessary to provide the individual with full and equal access to University Housing programs, activities, and environments.
  - Refer to “Supporting Documentation” in this Manual for what TU will accept as appropriate supporting medical documentation.

### ***Determination of Reasonableness***

Factors considered in determining if requested Housing accommodation is necessary and reasonable include, but are not limited to:

- If the individual’s condition may be life-threatening if the request is not met;
- If there could be a permanent negative health impact if the request is not met; and
- If the request falls under the definition of an accommodation that is appropriate and reasonable according to this Manual.

DS may consult with University Housing Operations, as necessary, to determine whether the requested accommodation is necessary and reasonable.

### ***Housing Accommodation that is Approved***

If Disability Services determines a requested Housing accommodation is necessary and reasonable, it will contact the individual to discuss implementing it. Following this notification, a *Housing Accommodation Approval Letter* will be issued via Disability Services email to the individual and the applicable University Housing Operations designee(s) on a need-to-know basis. Approved Housing accommodations are effective for one Housing contract period unless otherwise noted in the *Accommodation Letter*.

### ***Housing Accommodation that is Not Approved***

If Disability Services determines a requested accommodation is necessary but unreasonable, Disability Services will contact the individual to continue the interactive

process to determine if there is an alternative accommodation that might effectively meet the individual's disability-related needs.

If the individual is unwilling to accept an alternative accommodation offered by Disability Services or there are no alternative accommodations available, Disability Services will send the *Accommodations Not Approved Explanation Letter* to the individual with a disability via their TU email and copy the appropriate parties on a need-to-know basis. The letter will list the accommodation(s) that is not approved and will specify why it is not approved.

The denial of a Housing accommodation may be appealed following the procedures outlined in the "Grievance and Appeal Policy" in this Manual.

### **Emotional Support Animals (ESA)**

Tiffin University recognizes the importance of Emotional Support Animals (ESAs), supported by the Fair Housing Act (FHA). The University is committed to allowing ESAs necessary to provide individuals with psychiatric disabilities an equal opportunity to use and enjoy University Housing. This Policy explains the specific requirements for an individual's use of an ESA in University Housing. This Policy applies solely to ESAs that may be necessary in University Housing. It does not apply to "Service Animals" as defined by the Americans with Disabilities Act Amendments Act (ADAAA) and whose presence on campus is explained in TU's "Service Animals (SA)" Policy.

Although it is TU' policy that individuals are generally prohibited from having animals of any type in University Housing, TU will consider a request by an individual with a disability for reasonable accommodation from this prohibition to allow an ESA that is reasonable and necessary because of a psychiatric disability. **However, no ESA may be kept in University Housing at any time before the individual receives written approval for the accommodation**, according to this Manual. Any requests for animals in residence for individuals with disabilities that are neither Service Animals nor ESAs should be directed to the Office for Disability Services.

### **Definitions**

- Emotional Support Animal (ESA)
  - An ESA is an animal prescribed by a licensed medical or mental healthcare professional to provide therapeutic emotional support for an individual with a diagnosed psychiatric disability as a part of an active treatment plan. Unlike a Service Animal trained to perform specific tasks necessary for the independence or safety of its Handler with a disability, an ESA is generally not trained to perform disability-specific tasks. An ESA's therapeutic support is a function of its presence and interaction with the individual to alleviate one or more symptoms or effects of the individual's psychiatric disability. An ESA is not a pet but is typically an animal commonly kept in a household as a pet. An ESA may be a dog, cat, small bird, rabbit, hamster, gerbil, fish, turtle, or other small, domesticated animal traditionally kept in the home for pleasure. Under

guidelines from the U.S. Department of Housing and Urban Development (HUD), reptiles (other than turtles), barnyard animals, monkeys, and other non-domesticated animals are not considered common household animals. Exceptions to these guidelines regarding an animal serving as an ESA will be considered on a case-by-case basis.

The question in determining if an ESA will be allowed in University Housing as an accommodation is whether or not the ESA is necessary because of the individual's psychiatric disability to afford the individual an equal opportunity to use and enjoy University Housing and if its presence in University Housing is reasonable. However, even if the individual establishes the necessity for an ESA and it is allowed in University Housing, an ESA is not permitted in other areas of the University (e.g., dining facilities, libraries, academic buildings, athletic buildings and facilities, classrooms, labs, individual centers, etc.).

- Owner
  - The Owner is an individual with a psychiatric disability who has requested the accommodation and has received written approval to bring an ESA into University Housing.
- Office for Disability Services
  - Disability Services collaborates with students, faculty, and staff to ensure that individuals with disabilities have full and equal access to the University's academic and institutional programs, activities, and environments.

### ***Procedures for Requesting an ESA in University Housing***

The process for requesting an ESA follows the procedures outlined in the "University Housing Accommodations" Policy, together with the requirements set forth below. However, to the extent the requirements and procedures in this Policy conflict with the "University Housing Accommodations" Policy, this Policy takes precedence.

- The individual requesting an ESA is responsible for thoroughly reading the "Emotional Support Animals (ESA)" Policy and Appendices before the Inquiry Meeting. The Coordinator for Disability Services will review this Policy with the student during the Inquiry Meeting to ensure comprehension. The student must verify that they have thoroughly read and understand the Policy and agree to abide by its requirements by signing the *Acknowledgment of ESA Policy and Agreement, Release of Information Consent, & Emergency Contact Information* form (See Appendix C). This form, along with a color photograph of the animal, must be returned to Disability Services to continue the "Accommodation Approval Process." A copy of this signed form will be attached to the *Housing Accommodation Approval Letter* if the individual is approved for an ESA as an accommodation.
- The individual requesting an ESA must discuss with all assigned Housemates (if applicable) their request to have an ESA in their shared on-campus residence as an accommodation and establish terms of its occupancy that all the Housemates

can agree on. All Housemates must consent to the terms outlined in the *Housemate Acknowledgement of ESA and Agreement* by signing the form (See Appendix D). This form must be returned to Disability Services to complete the “Accommodation Approval Process.” A copy of this signed *Agreement* will be attached to the *Housing Accommodation Approval Letter* if the individual is approved for an ESA as an accommodation. If a new Housemate moves into the residence after the signed *Agreement* is issued with the *Housing Accommodation Approval Letter*, the Director of Housing Operations must notify the new Housemate in advance of move-in that there is an ESA in residence as an accommodation. It is the Owner’s responsibility to discuss with the new Housemate the presence of the ESA in their shared on-campus residence and establish terms of its occupancy that all the Housemates can agree on. A new *Housemate Acknowledgement of ESA and Agreement* form must be filled out and signed by all the current Housemates if changes to the original *Agreement* are made. If no changes are made, the new Housemate can add their signature to the original *Agreement*. The Owner must submit the new or original signed *Agreement* with an added signature to Disability Services within one (1) week of the new Housemate moving into the residence. Disability Services will give the Owner and University Housing Operations a copy of the new or amended *Agreement*. Failure to comply with the stated terms in the *Housemate Acknowledgement of ESA and Agreement* may result in disciplinary action for the Owner by Student Conduct.

- During every Housing contract period, the University will require the individual requesting an ESA to designate a licensed medical or mental healthcare professional who can verify in writing that the individual has a psychiatric disability and that the requested accommodation is necessary to provide a therapeutic benefit in alleviating one or more of the identified symptoms or effects to provide the individual an equal opportunity to use and enjoy University Housing.
  - Disability Services will provide the individual requesting an ESA the *Tiffin University Emotional Support Animal (ESA) Request for Information* form to give their licensed medical or mental healthcare professional to guide them in providing the necessary information to support the individual’s need for an ESA. The provider is not required to use this specific form; however, ALL the information requested on this form is necessary for TU to consider the individual’s need for an ESA.
  - The licensed medical or mental healthcare professional must have specialized education, training, and experience in assessing clients to determine the need for an ESA. They must be qualified to prescribe the use of an ESA and treat psychiatric conditions.
  - Generally, this documentation must come from a licensed medical or mental healthcare professional in Ohio, the individual’s home state, or those immediate surrounding areas with an established clinical relationship and sufficient direct personal knowledge of the individual’s psychiatric disability to clarify the need for the ESA and the nexus between the disability and the animal’s presence in Housing. Certificates,

identification cards, vests, and tags do not lawfully designate an animal as an ESA and will not be accepted as appropriate documentation. Some websites sell certificates, registrations, and licensing documents for assistance animals to anyone who answers certain questions or participates in a short interview and pays a fee. Letters purchased online for a set price rarely provide the information necessary to support an ESA request. Under the Fair Housing Act, a housing provider may request reliable documentation when an individual requesting reasonable accommodation has a disability and disability-related need for an accommodation that is not obvious or otherwise known. In HUD's experience, such documentation from the internet is not, by itself, sufficient to reliably establish that an individual has a non-observable disability or disability-related need for an assistance animal. (Excerpt from the [2020 HUD Guidance](#))

- The individual requesting the ESA must have a record of an established therapeutic relationship with the requested animal.

### ***Criteria for Determining if the Presence of an ESA is Reasonable***

- University Housing is unique in several aspects, including the mandatory assignment of roommates for many individuals and the mandate that individuals must share a room or suite in specific residence halls. To ensure that the presence of an ESA is not an undue administrative burden or fundamental alteration of University Housing, TU reserves the right to assign an individual with an ESA to a single room without a roommate.
- However, for all requests for an ESA, Disability Services shall nonetheless consult with University Housing Operations in deciding on a case-by-case basis whether the presence of an ESA is reasonable. A request for an ESA may be denied as unreasonable if the presence of the animal:
  - Imposes an undue financial or administrative burden;
  - Fundamentally alters University Housing policies; or
  - Poses a direct threat to the health and safety of others or would cause substantial property damage to the property of others, including University property, that cannot be reduced or eliminated by another reasonable accommodation.
- TU may consider the following factors, among others, as evidence in determining whether the presence of the animal is reasonable or in making Housing assignments for an individual with an ESA:
  - If the space needed for the cage, crate, or tank in which the animal will be housed is too large for the available assigned living space;
  - If the animal's presence would force another individual from their assigned housing (e.g., for severe allergies);
  - If the animal's presence violates others' right to peace and quiet enjoyment;
  - If the animal is not housetrained or is unable to live with others reasonably;
  - If the animal's vaccinations are not up-to-date;

- If the animal poses health risks from diseases or exhibits containment safety concerns that cannot be sufficiently mitigated for inclusion in the communal living setting;
- If the animal poses or has posed in the past a direct threat to the individual or others, such as aggressive behavior towards or injuring the individual or others; or
- If the animal causes or has caused excessive damage to University Housing beyond reasonable wear and tear.
- TU will not limit room assignments for an individual with an ESA to any particular building(s) because the individual needs an ESA.

### ***Access to University Facilities by an ESA***

- Containment
  - An ESA must be contained within the Owner's privately assigned individual living space as agreed on in the *Housemate Acknowledgement of ESA and Agreement*, except to the extent the Owner is taking the animal out for natural relief. When an ESA is outside the private individual living space, it must be in an animal carrier or controlled by a leash or harness. An ESA is not allowed in any University facilities other than the University residence hall to which the Owner is assigned.
- Dominion and Control
  - Regardless of the restrictions herein, an ESA must be properly housed and restrained or otherwise under the dominion and control of the Owner at all times. No Owner shall permit an ESA to go loose or run at large. If an animal is found running at large, the animal is subject to capture, confinement, and immediate removal from University Housing.

### ***Owner's Responsibilities for an ESA***

If Disability Services grants an individual's request to live with an ESA as an accommodation, the Owner is solely responsible for the custody and care of the animal and must meet all of the following requirements:

- General Conditions
  - Generally, only one ESA will be approved for an individual to fulfill the intent of Federal Housing Administration (FHA) requirements to provide support for an individual with a psychiatric disability. As an ESA is limited to the Owner's private individual living space and will necessitate a cage, crate, or tank and appropriate supplies, typically, only one animal will be approved in a single Housing unit.
  - The University has determined that the residence hall setting, in most cases, is not an appropriate environment to raise a young puppy or kitten. Generally, before a dog or cat can reside in University Housing as an accommodation:
    - A dog must be at least ten months of age;
    - A kitten must be at least six months of age;

- The animal must have received all of its core vaccinations;
  - The animal must be fully housetrained; and
  - Responsible pet ownership suggests that the animal be spayed or neutered.
- General Responsibilities
  - The Owner must abide by current city, county, and state ordinances, laws, and regulations on animal licensing, vaccinations, and other animal requirements. It is the Owner's responsibility to know and understand these ordinances, laws, and regulations. The University has the right to require documentation of compliance with such ordinances, laws, and regulations, which may include a vaccination certificate and license (if applicable).
  - The Owner must submit certification that their dog is currently licensed in Seneca County, Ohio, or the Owner's home county or state (if applicable). If the dog license expires during the Housing contract period, the Owner must provide a copy of the renewed license before the old license expires.
  - Every Housing contract period, before any species of ESA resides in University Housing, the Owner must submit verification of a completed wellness examination of the animal by a licensed veterinarian conducted within one (1) month of it moving into University Housing. The documentation must include:
    - A review of the animal's age, weight, and overall health;
    - Verification of spaying or neutering (if applicable);
    - That all legally required and core vaccinations are up-to-date (if applicable);
    - That the animal is receiving regular flea and tick prevention treatments (if applicable); and
    - The animal is free from all parasites and communicable diseases for both animals and humans.

If the vaccinations expire during the Housing contract period, the Owner must provide verification of receipt of new vaccinations before the old vaccinations expire.
  - The Owner is required to clean up after and properly dispose of the animal's waste in a safe and sanitary manner and must use the designated animal relief areas where available.
  - The Owner is required to ensure the animal is well cared for at all times. Any evidence of mistreatment or abuse may result in immediate removal of the ESA and/or discipline for the responsible individual.
  - The University will not ask for or require an individual with a disability to pay a fee or surcharge for an approved ESA. However, an Owner may be charged for any damages caused by their ESA beyond reasonable wear and tear to the same extent it charges other individuals for damages beyond reasonable wear and tear. The Owner's living space may be inspected for fleas, ticks, or other pests if necessary as part of the University's standard or routine inspections. If fleas, ticks, or other pests are detected through inspection, the residence will be treated using

approved fumigation methods by a University-approved pest control service. The Owner will be billed for the expense of any pest treatment above and beyond standard pest management in the residence halls. The University shall have the right to bill the Owner's account for unmet obligations under this provision.

- The Owner is liable for injuries inflicted on other individuals on campus by the ESA.
- The Owner must fully cooperate with University personnel about meeting the terms of this Policy and developing procedures for care of the ESA (e.g., cleaning the animal, feeding and watering the animal, designating an outdoor relief area, disposing of feces, etc.). Live food is prohibited in University Housing, and the Owner cannot use University facilities to clean the animal.
- An ESA may not be left overnight in University Housing to be cared for by anyone other than the Owner. If the Owner is absent from the residence hall overnight or longer, the animal must accompany the Owner or be left with someone off-campus. The Owner is responsible for ensuring that the ESA is contained, as appropriate, when the Owner is not present during the day while attending classes or other activities.
- The Owner agrees to abide by all equally applicable residential policies unrelated to the Owner's disability to ensure the ESA does not unduly interfere with the routine activities of the residence or cause difficulties for other individuals who reside there.
- The ESA is allowed in University Housing only as long as necessary because of the Owner's psychiatric disability. The Owner must notify Disability Services in writing if the ESA is no longer needed as an accommodation or in residence. To replace an ESA, the new animal must be necessary because of the individual's psychiatric disability, and the individual must follow the procedures in this Policy and the "University Housing Accommodations" Policy when requesting a different animal.
- University personnel and Housemates shall not be required to provide care or food for any ESA, including, but not limited to, removing the ESA during emergency evacuation for events such as a fire alarm. Emergency personnel will determine whether to remove the ESA and may not be held responsible for the care, injury to, or loss of the ESA.
- The Owner must provide Emergency Contact information for someone who does not reside in University Housing and can take responsibility for the removal and care of the ESA within four (4) hours of notification, should the Owner be unable to care for the animal or should the University determine the ESA must be removed (See Appendix C). The Owner should understand that if their Emergency Contact cannot remove the animal within this time frame, the University may have it removed to the nearest appropriate animal shelter at the Owner's expense.
- The Owner must provide written consent for Disability Services to disclose to others who may be impacted by the ESA (e.g., Residence Life staff, Facilities workers, potential or actual roommate(s) and neighbor(s)) that

they will be living with an animal as an accommodation. The Owner must understand that this information will be shared on a need-to-know basis to prepare others for the animal's presence and resolve any potential issues. This information shall be limited to the ESA and shall not include information related to the Owner's disability.

- The Owner should also recognize the presence of the ESA may be noticed by others visiting or residing in University Housing and agree that University staff may acknowledge the animal's presence and explain that under certain circumstances, an ESA is permitted as an accommodation for individuals with disabilities.
- The Owner should understand that if they fail to comply with the responsibilities outlined in this Policy, TU has the right to remove the ESA, the Owner may face disciplinary action by Student Conduct, and the Owner will be expected to fulfill their housing, academic, and all other obligations for the remainder of the Housing contract.

### ***Removal of an ESA from University Housing and Appeal Process***

The University may require the Owner to remove the ESA from University Housing if:

- It poses a direct threat to the health or safety of others, or causes substantial property damage to the property of others;
- Its presence results in a fundamental alteration of a University program, activity, or environment;
- It creates an unmanageable disturbance or interference in the University community; or
- The Owner fails to comply with the responsibilities outlined in this Policy.

The University will base such determinations upon considering the behavior of the particular ESA at issue and not on speculation or fear about the harm or damages the animal may cause.

Any ESA removal will be done in consultation with University Housing Operations, Student Conduct, and the Office for Disability Services and must be completed within 48 hours of notification. If the ESA must be removed from University Housing and the Owner fails to comply with the stated time frame, the University may have the animal removed to the nearest appropriate animal shelter at the Owner's expense. Failure to comply with the removal order may also result in disciplinary action for the Owner by Student Conduct. Should the ESA be removed from the premises for any reason, the Owner is expected to fulfill their housing, academic, and all other obligations for the remainder of the Housing contract.

An ESA removal may be appealed following the procedures outlined in the "Grievance and Appeal Policy" in this Manual. The Owner will be afforded all rights of due process and appeal as outlined in that process.

## ***Other Accommodations and Services***

Other accommodations and services may be made based on a student's unique situation.

### **Attendance Policy Modifications**

Attendance policy modifications may be considered for students with disabilities that cause random or cyclical acute episodes that may intermittently impact the student's ability to attend class as scheduled. This reasonable accommodation ensures that the students are not disproportionately penalized for exacerbations of their condition that prevent them from being present for every class session.

- If circumstances related to the student's documented disability make it impossible for them to attend class, they should not be penalized.
- The student is asked to collaborate with their instructor at the beginning of the semester to develop a clear understanding of how many disability-related absences may be reasonable for the student's situation and to meet the Course Learning Outcomes. There may be a point at which disability-related absences cannot be reasonably accommodated if attendance is justified as an essential function of how the course is taught and/or how learning is to be demonstrated and measured. The Coordinator for Disability Services should be contacted immediately if questions or concerns about this accommodation arise or if assistance is needed with this collaboration.
- If the student cannot attend class, they must notify the instructor about their disability-related absence before the scheduled class session. If the student cannot contact the instructor about their absence before the class session due to disability-related circumstances, they must contact the instructor within a reasonable timeframe. The student must inform the instructor of the date they anticipate returning to class.
- A student approved for the accommodation must not be required to provide medical documentation to substantiate the disability-related absence.
- The student is responsible for obtaining all coursework material missed during the class session. All assignments affected by the disability-related absence must be submitted on the date set by the instructor unless otherwise noted in a separate accommodation. Examinations affected by the disability-related absence may be rescheduled as needed. An alternative test date will be determined collaboratively by the instructor and the student, with the assistance of the Coordinator for Disability Services if needed.
- This accommodation does NOT permit an unlimited number of absences from class. If the maximum number of allowed absences approaches or exceeds the specified limit posted in the Academic Bulletin, the Coordinator for Disability Services should be informed immediately to work with the student and instructor to establish a reasonable course of action.
- The student must try to schedule disability-related appointments outside class time to avoid absences.

- If the instructor believes the disability-related absences threaten the academic integrity of the curriculum or the accomplishment of the course learning outcomes, the instructor should contact the Coordinator for Disability Services as soon as possible. After consulting with the instructor, DS will contact the student to review available options.
- If the total absences, including disability-related absences, exceed 25% of the required class sessions outlined in the “Attendance Policies” in the [Academic Bulletin](#), the instructor may drop the student from the course. However, if the number of absences approaches the limit, the instructor is asked to consult with the Coordinator for Disability Services before the drop is made.

### **College Credit Plus (CCP) Accommodations**

High school students who enroll in the CCP program must meet the same academic requirements for the courses, with or without accommodations. Neither the Individuals with Disabilities Education Act (IDEA) nor Individualized Education Programs (IEPs) apply to higher education institutions. Therefore, high school students admitted to TU’s CCP program must complete the “Accommodation Approval Process” outlined in this Manual if they need accommodations because of a disability. The “Accommodation Approval Process” will determine if the student qualifies for accommodations under the ADA, ADAAA, and Section 504. Accommodations that may be acceptable in high school may not be reasonable or appropriate for college-level courses.

High school students with disabilities may also request accommodations for the Accuplacer placement tests. To determine if the student qualifies for accommodations on these tests, the student must complete the “Accommodation Approval Process” outlined in this Manual before scheduling the test.

### **Coursework Deadline Flexibility**

The flexibility of coursework deadlines may be considered for unforeseen disability-related occurrences that inhibit a student’s ability to complete coursework in the assigned timeframe. Circumstances in which this accommodation may be reasonable include, but are not limited to, disabilities with random or cyclical acute episodes that debilitate the student. This reasonable accommodation ensures that qualifying students are not disproportionately penalized if time creates a barrier because of their disability.

- The student must complete all coursework requirements and meet the Course Learning Outcomes stated in the course syllabus.
- However, if the student is incapable of completing the required coursework (including but not limited to activities, assignments, presentations, tests, quizzes, etc.) by or on the due date because of their disability, the professor is to work with the student to allow more time for coursework completion.
- This is not a blanket deadline extension on all coursework or every assignment. The extension may only be granted as needed on an assignment-by-assignment basis. The student should notify the professor that an extension is needed before each assignment’s deadline; however, prior contact may not always be possible because of the unpredictable nature of the student’s disability. In that event, the

student must contact the professor as soon as possible within a reasonable timeframe.

- There should be no grade penalty for coursework deadline extensions if they are needed due to a consequence of the student's disability.
- The professor and student will collaboratively determine the alternative deadline for the assignment; however, the Office for Disability Services will assist as needed.
- Deadline extensions on discussion board posts are not permitted under this accommodation as the purpose of the posts is to be an ongoing conversation with other students and the professor. Extending discussion deadlines would fundamentally alter the purpose of the assignment and inhibit others' abilities to participate in the assignment fully.
- If the instructor believes the extensions threaten the academic integrity of the curriculum or the accomplishment of the course learning outcomes, the instructor should contact the Coordinator for Disability Services as soon as possible. After consulting with the instructor, DS will contact the student to review available options.
- Coursework deadline extensions are not intended to extend work past the last date of scheduled classes and are not to be used in lieu of the formal "Incomplete Coursework" process. If an extension is needed at the end of the semester or term, please see the current [Academic Bulletin](#) for the policy on how to petition the instructor for an incomplete grade in the course.

### **Lab Assistant**

ODS works with the appropriate School Dean to employ lab assistants for individuals whose disability limits their participation in course labs. Although lab assistants assist students with disabilities in performing lab procedures, all the information about the lab procedures and actions is the responsibility of the student enrolled in the lab.

- Duties lab assistants may perform in labs include, but are not limited to:
  - Carry and/or manipulate lab materials;
  - Provide verbal descriptions for those who are blind or have low vision;
  - Act as a scribe; and
  - Complete lab procedures the individual is incapable of completing because of their disability.
- Duties lab assistants may NOT perform in labs include, but are not limited to:
  - Serve as a professor or tutor;
  - Prompt the student to perform a lab task; and
  - Deviate from lab procedures and policies.

### **Personal Care Assistant (PAC)**

The University understands, welcomes, and acknowledges that some individuals may require a Personal Care Attendant (PCA) while in the learning environment.

- Students needing PCA services should note:

- TU does not provide personal attendants, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature;
- PCA services are hired, paid, and employed by the individual needing the assistance;
- A PCA is only permitted in the classroom with the individual the PCA is assisting and may not serve as a lab assistant;
- A PCA must abide by all University policies and procedures;
- A PCA may not be enrolled or earn academic credit for a class for which they are assisting someone;
- ODS must approve a PCA before attending classes or staying in University Housing. If approved, ODS will notify the applicable instructors and/or Housing Operations to make preparations.

### **Service Animals (SA)**

Tiffin University recognizes the importance of Service Animals as defined by the Americans with Disabilities Act Amendments Act (ADAAA). TU is committed to allowing individuals with disabilities the use of a Service Animal on campus to provide the individual with full and equal access to the University's academic and institutional programs, activities, and environment. This policy applies solely to "Service Animals" as defined by the ADAAA.

Animals, other than Service Animals, are not permitted inside campus buildings and facilities unless the animal has been approved as a reasonable accommodation for a disability in accordance with the "Emotional Support Animals (ESA)" Policy. Any requests for animals for individuals with disabilities that are neither Service Animals nor ESAs should be directed to the Office for Disability Services.

### ***Definitions***

- Service Animal
  - Service Animals are dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service Animals are working dogs, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as Service Animals under the ADAAA.
- Handler
  - The Handler is an individual with a disability who requires the use of a Service Animal to have full and equal access to the University's academic and institutional programs, activities, and environment.

### ***Guidelines for the Presence of Service Animals, as Defined by the ADA***

- **Service Animals on Campus**
  - Service Animals are generally welcome anywhere on campus that is open to the public; however, there may be individual exceptions in places where the dog's presence may compromise a sterile environment.
  - Under the ADA, Service Animals must be harnessed, leashed, or tethered unless these devices interfere with the Service Animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the dog through voice, signal, or other effective controls.
  - The Handler must ensure the Service Animal does not block identified fire and emergency exits. In an emergency, every effort will be made to keep the dog with its Handler.
  - The Handler is required to clean up after and properly dispose of the dog's waste in a safe and sanitary manner.
  - The Handler is required to ensure the Service Animal is well cared for at all times. University personnel shall not be required to provide care or food for the dog.
  - The Handler must abide by current city, county, and state ordinances, laws, and regulations on licensing, vaccination, and other dog requirements. It is the Handler's responsibility to know and understand these ordinances, laws, and regulations.
  - It may be necessary to ask that a Service Animal be removed from the premises if the dog is out of control, aggressive to others, significantly disruptive and the Handler does not take proper action to control it, or if the dog is not housebroken. If the dog must be removed, every effort will be made to ensure that the Handler still has full and equal access to the University's academic and institutional programs, activities, and environment without the dog.
- **Service Animals in University Housing**
  - If an individual with a disability plans to have a Service Animal in residence in University Housing, the individual should provide sufficient notice of the intent to University Housing Operations to make appropriate arrangements regarding placement, roommates, etc. TU will not limit room assignments for individuals with a Service Animal to any particular building(s) because the individual needs a Service Animal.
  - The Handler may be charged for any damage caused by their Service Animal beyond reasonable wear and tear to the same extent it charges other individuals for damages beyond reasonable wear and tear. The Handler's living space may be inspected for fleas, ticks, or other pests if necessary as part of the University's standard or routine inspections. If fleas, ticks, or other pests are detected through inspection, the residence will be treated using approved fumigation methods by a University-approved pest control service. The Handler will be billed for the expense of any pest treatment above and beyond standard pest management in

the residence halls. The University shall have the right to bill the Handler's account for unmet obligations under this provision.

- The Handler should provide Emergency Contact information for someone who does not reside in University Housing and can take responsibility for the care of the Service Animal within four (4) hours of notification, should the Handler be unable to care for it. This information can be provided in the *Service Animal Handler's Emergency Contact Information* form (See Appendix E).

## **Appendix A: Assistive Technology (AT) Equipment Lease Agreement**

Tiffin University's Office for Disability Services will lease the following Assistive Technology (AT) equipment and/or accessories to the student listed below for the following semester:

Lessee's Name (printed): \_\_\_\_\_

Residence Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

TU E-Mail: \_\_\_\_\_

Semester/Year of Lease: \_\_\_\_\_

AT Equipment must be returned by the last day of final exams. Date the AT Equipment must be returned by: \_\_\_\_\_

### ***Assistive Technology Leased:***

Assistive Technology Device: \_\_\_\_\_

Model # \_\_\_\_\_

Serial # \_\_\_\_\_

Replacement Cost for the device (plus tax and shipping): \_\_\_\_\_

\_\_\_\_\_(Student's initials) I understand that I may not be charged to use the AT equipment and accessories if it is needed as an accommodation because of a disability.

\_\_\_\_\_(Student's initials) I understand that I must return all of the assigned AT equipment and accessories by the date indicated in this agreement and in the same condition as I received it. (Reasonable wear and tear are allowable and will be determined solely by the Coordinator for Disability Services upon its return).

\_\_\_\_\_(Student's initials) I understand that if I do not return the AT equipment and accessories by the date indicated in this agreement or if it is lost, stolen, or damaged in any way beyond reasonable wear and tear, I am solely responsible for the full replacement cost of the AT equipment and accessories, including tax and shipping. I understand that if the exact model of the leased equipment or accessory is no longer available, the replacement cost will be for the equivalent model available as of the date of the scheduled return, including tax and shipping.

\_\_\_\_\_(Student's initials) I agree to pay the replacement cost listed above or the replacement cost for an equivalent model if the exact model is no longer available as of the date of the scheduled return, plus tax and shipping.

\_\_\_\_\_(Student's initials) I agree to indemnify, hold harmless, and defend Tiffin University, its trustees, officers, agents, and employees regarding any financial obligations, damages, costs, or liabilities that I may personally incur or any damage or injury to my person or property or to the person or property of Tiffin University or others that may occur while utilizing the Assistive Technology and accessories, including, but not limited to, attorney's fees and court costs.

\_\_\_\_\_(Student's initials) I agree to operate the AT equipment and accessories in full compliance with any and all laws and/or regulations related thereto and in accordance with all policies and procedures of Tiffin University, including, but not limited to, those policies and procedures contained in the [Code of Student Conduct](#), [Disability Services Student Manual](#), and other institutional handbooks, policies, and procedures.

\_\_\_\_\_  
Lessee's Signature

\_\_\_\_\_  
Date Agreement Signed

\_\_\_\_\_  
Coordinator for Disability Services' Signature

\_\_\_\_\_  
Date

AT given to: \_\_\_\_\_

Date AT given: \_\_\_\_\_

AT's condition when given: \_\_\_\_\_

AT returned by: \_\_\_\_\_

Date AT returned: \_\_\_\_\_

AT's condition when returned: \_\_\_\_\_

## Appendix B: Disability-Related Meal Plan Evaluation

Tiffin University Dining Services offers a variety of food options and safeguards that allow individuals with food allergies, sensitivities, and intolerances to make safe dietary choices. Dining Services works with these individuals to develop a specialized meal plan that meets most dietary needs.

The individual requesting the meal plan exemption or reduction must meet with the Dining Services Resident Director to discuss their particular food allergies, sensitivities, or intolerances and subsequent dietary restrictions to determine if Dining Services can develop a specialized meal plan to meet the student's dietary needs. To assist in that conversation, the following points must be discussed:

Student's Name: \_\_\_\_\_

Food Allergy, Sensitivity, or Intolerance (List ALL that apply): \_\_\_\_\_

### ***Required Discussion Points:***

- ☐ Available food options that meet the student's dietary needs and restrictions;
- ☐ How specialized meals are prepared for those with food allergies;
- ☐ Steps Dining Services take to prevent cross-contamination;
- ☐ To whom the student should make special dietary requests;
- ☐ When the student should make special dietary requests;
- ☐ How or where the student should make special dietary requests;
- ☐ Where to find the major food allergen lists at each food station;
- ☐ Where the Clarity Zone is located in the Cole Dining Hall;
- ☐ Food and preparatory options available in the Clarity Zone;
- ☐ How to find and navigate the [Dining Services website](#);
- ☐ How to filter menu dietary preferences on the [Dining Services website](#); and
- ☐ Additional questions and concerns the student may have.

Dining Services' judgment regarding its ability to accommodate the student's dietary needs and restrictions by developing a specialized meal plan (Explain if needed)? \_\_\_\_\_

Dining Services Resident Director's Signature: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

\*This form must be filled out and returned to the Office for Disability Services before the Coordinator can complete the Accommodation Request Analysis.

### **Appendix C: Acknowledgment of ESA Policy and Agreement, Release of Information Consent, & Emergency Contact Information**

By signing below, you verify that you have thoroughly read and understand the “Emotional Support Animals (ESA)” Policy and agree to abide by its requirements. You understand that the animal is not permitted in University Housing until you receive written approval for the accommodation in the *Housing Accommodation Approval Letter*. You understand that if you fail to comply with the responsibilities outlined in this Policy, TU has the right to remove your ESA, you may face disciplinary action by Student Conduct, and you will be expected to fulfill your housing, academic, and all other obligations for the remainder of the housing contract.

By signing below, you also consent for the Office for Disability Services to disclose to others who may be impacted by your ESA (e.g., Residence Life staff, Facilities workers, potential or actual roommate(s) and neighbor(s), and visitors), that you will be living with an animal as an accommodation. You understand that this information will be shared on a need-to-know basis to prepare them for its presence and resolve any potential issues. This information shall be limited to the ESA and shall not include information related to your disability.

By signing below, you further recognize that the presence of your ESA may be noticed by others visiting or residing in University Housing and agree that University staff may acknowledge the animal's presence and explain that under certain circumstances, an ESA is permitted for individuals with disabilities.

Below, you must provide Emergency Contact information for someone who does not reside in University Housing and can take responsibility for the removal and care of your ESA within four (4) hours of notification, should you be unable to care for the animal or should the University determine the ESA must be removed. You understand that if your Emergency Contact cannot remove the animal within this time frame, the University may have the animal removed to the nearest, appropriate animal shelter at your expense.

Emergency Contact's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Coordinator for Disability Services' Signature

\_\_\_\_\_  
Date

\*Owner must sign this form each Housing contract period to confirm agreement with the ESA Policy. Attach a current color photograph of the animal.

## Appendix D: Housemate Acknowledgment of ESA and Agreement

The below-named individual has requested permission to keep an Emotional Support Animal (ESA) in TU Housing because of a disability. As your assigned Housemate, the individual must discuss with you the presence of the ESA in your shared on-campus residence and establish terms of its occupancy that you can all agree on.

ESA Owner's Name: \_\_\_\_\_

ESA Species & Physical Description: \_\_\_\_\_

\_\_\_\_\_

Residence Name & Address: \_\_\_\_\_

ESA Owner's Room #: \_\_\_\_\_

Area Coordinator (AC) Name/Email: \_\_\_\_\_

Housing Contract Period: \_\_\_\_\_

### ***Housemates:***

By signing below, you acknowledge that the individual named above has discussed having an ESA in your shared on-campus residence, you have established the terms of its occupancy that you all agree on, and you consent to reside in TU Housing with it. Should you have any concerns regarding the animal's behavior, location, or care, you agree to discuss those concerns with the ESA's Owner first. If you continue to have problems after the initial discussion, you can contact your Area Coordinator (AC).

You also acknowledge that if you have a medical condition that may be impacted or exacerbated by living with the ESA, you can request disability-related accommodations by contacting the Office for Disability Services. By signing below, you confirm that you are unaware of any medical condition the ESA may impact or exacerbate. However, you are also aware that your signature on this form does not restrict your right to request accommodations from Disability Services if you later become aware of any conditions impacted or exacerbated by living with the ESA.

Furthermore, you acknowledge that you have no obligation for the custody and care of the ESA, and all of the following duties are the Owner's sole responsibility:

- To ensure the ESA does not pose a direct threat to the health and safety of others or cause excessive property damage to the property of others;
- To ensure the ESA is contained within the Owner's privately assigned individual living space (e.g., room, suite, or apartment) except to the extent the Owner is taking the animal out for natural relief in the areas designated by TU;
  - Areas of the residence the ESA may have access to: \_\_\_\_\_

- Areas of the residence the ESA may *not* have access to: \_\_\_\_\_  
\_\_\_\_\_
- To ensure the ESA is properly housed and restrained or otherwise under the dominion and control of the Owner at all times. No Owner shall permit the ESA to go loose or run at large. The ESA may necessitate a cage, crate, or tank and appropriate supplies;
  - The cage, crate, or tank will be located: \_\_\_\_\_
  - The ESA's supplies will be located: \_\_\_\_\_
- To clean up after and properly dispose of the ESA's waste in a safe and sanitary manner and use the designated animal relief areas where available;
  - The litter box will be located: \_\_\_\_\_
  - TU's designated natural relief area is located: \_\_\_\_\_
  - How / when / where the waste will be disposed of: \_\_\_\_\_  
\_\_\_\_\_
- To ensure the ESA is well cared for at all times (e.g., feeding, watering, walking, toileting, and cleaning the animal). Live food is prohibited in University Housing, and the Owner cannot use University facilities to clean the animal;
  - Type of food the ESA will be fed: \_\_\_\_\_
  - The ESA's food will be located: \_\_\_\_\_
  - Extra food will be stored where: \_\_\_\_\_
  - The ESA's dishes will be cleaned where: \_\_\_\_\_
- To not leave the ESA overnight in University Housing to be cared for by anyone other than the Owner. If the Owner is absent from the residence hall overnight or longer, the animal must accompany the Owner. The Owner is responsible for ensuring that the ESA is contained, as appropriate, when the Owner is not present during the day while attending classes or other activities;
  - The ESA will be contained when the Owner is not present during the day where: \_\_\_\_\_
- To abide by all equally applicable residential policies unrelated to the Owner's disability to ensure the ESA does not unduly interfere with the routine activities of the residence or cause difficulties for other individuals who reside there; and
- To remove the ESA during emergency evacuation for events such as a fire alarm.

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ESA Owner's Printed Name / Signature / Date

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Housemate #2 Printed Name / Signature / Date

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Housemate #3 Printed Name / Signature / Date

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Housemate #4 Printed Name / Signature / Date

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Housemate #5 Printed Name / Signature / Date

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Housemate #6 Printed Name / Signature / Date

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Housemate #7 Printed Name / Signature / Date

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Housemate #8 Printed Name / Signature / Date

\*This form must be filled out and returned to the Office for Disability Services every Housing contract period the accommodation is needed.

\*\*If a new Housemate moves into the residence after the signed Agreement is issued with the *Housing Accommodation Approval Letter*, it is the Owner's responsibility to discuss with the new Housemate the presence of the ESA in their shared on-campus residence and establish terms of its occupancy that all the Housemates can agree on. A new *Housemate Acknowledgement of ESA and Agreement* form must be filled out and signed by all the current Housemates if changes to the original Agreement are made. If no changes are made, the new Housemate can add their signature to the original Agreement. The Owner must submit the new or original signed Agreement with an added signature to Disability Services within one (1) week of the new Housemate moving into the residence. Disability Services will give the Owner and University Housing Operations a copy of the new or amended Agreement.

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New Housemate Printed Name / Signature / Date

**Appendix E: Service Animal Handler's Emergency Contact Information**

Handler's Name: \_\_\_\_\_

Handler's Phone Number: \_\_\_\_\_

Emergency Contact's Name: \_\_\_\_\_

Emergency Contact's Phone Number: \_\_\_\_\_

Emergency Contact's Address: \_\_\_\_\_

\_\_\_\_\_