

Policy Number: LODS 6.00  
Department: Disability Services  
Subject: Service Animals on Campus  
Date: May 24, 2010  
Policy for: Office of Disability Services-Lancaster Campus  
Procedure for: Office of Disability Services-Lancaster Campus  
Authorized by:  
Issued by: Office of Disability Services

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## I. Policy

Any student who uses a service animal on campus must register as a student with a disability through the Office of Disability Services (ODS). The student must also provide documentation addressing the animal's training, services that the animal performs, and the animal's service history. After reviewing the documentation, the ODS will determine if the animal is approved to be on campus.

## II. Procedure

### 1. Apply for registration as a student with a disability with the ODS

In order to register as a student with a disability and apply for accommodations, students must first complete the "USC Lancaster Office of Disability Services Request for Services" form. Students must also provide documentation of their disability to the ODS. Documentation requirements are specific to the disability, but in general documentation must be from a physician, licensed psychologist, or other person(s) licensed to make the appropriate diagnosis. Guidelines for documentation are provided by the ODS. These guidelines are used to determine whether a student is eligible to register as a student with a disability and also to determine what accommodations, if any, will be made based on the disability and its impact on the student's major life functions. Documentation requirements, as well as the Online Disability Services Request for Services form, can be accessed online. In order to ensure that you obtain the specific documentation required, the Office of Disability Services recommends that you print the online guidelines and present them to the qualified professional providing your documentation. Students who have accessibility concerns with the online registration links should contact the Office of Disability Services at 313-7448 or visit Starr Hall 127 for assistance. E-mails may be sent to <mailto:lancods@mailbox.sc.edu>.

### 2. Documentation Related to the Service Animal

Along with documentation of the disability, the student must submit documentation related to the service animal. This should include:

- the animal's service training
- the specific services the animal will provide to the student
- the animal's service history with the student

-animal licensure for the county in which the student resides. If your county does not require licensure, proof of vaccination is required.

### 3. Office of Disability Services Review

Once the “USC Lancaster Office of Disability Services Request for Services” **and** the documentation of the disability are received by the ODS, the file is given “completed” status and will be reviewed by the ODS. This review will determine if a student is eligible for registration as a student with a disability and if he/she is eligible for accommodations.

Upon completion of the review, the ODS will mail the student a letter to the address listed on the “Current Address” section of the “USC Lancaster Office of Disability Services Request for Services” form. The letter will inform the student of one of the following three conditions:

- 1) The student’s documentation qualifies him/her as a student with a disability. The student can then call the ODS to schedule an appointment to determine what accommodations, if any, are appropriate.
- 2) The committee needs additional documentation to verify that the student has a disability. Upon receipt of this documentation, the file will be reviewed by the ODS.
- 3) The documentation provided does not meet the criteria required to register as a student with a disability, and the student cannot register with the ODS.

If the animal’s documentation has been submitted during the registration process, the animal has been approved, and the accommodation for use of a service animal on campus has been approved, the student and an ODS staff member will discuss any concerns or issues related to the service animal during the accommodations meeting.