

Service Animals - OARS Accommodation

Definition of Service Animal: A Service Animal is any animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a Service Animal must be directly related to the student's disability.

Federal and Minnesota law permit people with service animals to have access to public places. Service animals may accompany a student partner at all times and in all campus locations (with the exception of areas where animals are strictly prohibited for health or safety concerns and should then follow the [Service Animal Lab Policy](#)).

Service Animal Request Process:

Students who wish to request a Service Animal accommodation must be registered with the Office of Accessibility Resources and Services (OARS) and complete all of the following steps:

- Complete the [OARS Application](#)
- Submit documentation from a licensed provider - Documentation should include a recommendation for the use of a service animal. Please note: Bethel's Counseling Services office does not qualify as a licensed provider. Documentation may be uploaded to the application, emailed to accessibility-services@bethel.edu, faxed to 651.638.6307, or brought to the OARS office, RC200.
- Complete the [Roommate Release Form](#) - This form allows OARS to communicate with your roommate requesting their consent to live with an approved service animal. All roommates will be required to complete a Roommate Agreement Form.

Service Animal Approval Process:

- Student completes OARS application and submits all required documentation.
- Student meets with Residence Life to discuss animal care and responsibilities in the residence halls.
- Student sends [Faculty Notification Letter \(FNL\)](#) each semester to their professors to make them aware of the service animal accommodation. Faculty Notification Letter communication will read as follows:

Faculty Notification Letter - (notification of Accommodation): "The student uses a service animal. The Service animal may accompany a service animal student partner at all times and in all campus locations (with the exception of areas where animals are prohibited for health or safety restrictions and should then follow the [Service Animal Lab Policy](#)). It is the student's responsibility to follow the guidelines and protocols outlined in the Service Animal Agreement to ensure safety and that the service animal is not a distraction in the classroom. It is the professor's responsibility to accommodate the service animal in the classroom as needed."

OARS Responsibility	Student Responsibility	Faculty Responsibility
<ul style="list-style-type: none">• Be available to students to answer questions and to ensure the student understands the guidelines and protocols outlined in the Service Animal Agreement.• Work with professors to address any concerns about having the Service Animal in the classroom.	<ul style="list-style-type: none">• Communicate with the professor the intention to use a service animal accommodation by sending the Faculty Notification Letter in a timely manner.• Follow the guidelines and protocols outlined in the Service Animal Agreement to ensure safety and that the service animal is not a distraction in the classroom.	<ul style="list-style-type: none">• Accommodate the service animal in the classroom as needed.• Notify OARS with any concerns regarding the service animal accommodation.