

SERVICE ANIMAL AND ASSISTANCE ANIMAL POLICY

Alfred State recognizes the importance of “Service Animals” as defined by the Americans with Disabilities Act Amendments Act (ADAAA) and the broader category of “Assistance Animals” under the Fair Housing Act that provide physical and/or emotional support to individuals with disabilities. Alfred State is committed to allowing individuals with disabilities the use of a Service Animal on campus to facilitate their full-participation and equal access to the College’s programs and activities. Alfred State is also committed to allowing Assistance Animals necessary to provide individuals with disabilities an equal opportunity to use and enjoy College housing. This policy explains the specific requirements applicable to an individual’s use of an Assistance Animal in College housing. Alfred State reserves the right to amend this policy as circumstances require. While Alfred State enforces a no-pet policy in its residence halls outside of the Pet-Friendly living area within RC hall (with the exception of fish, not exceeding 20 gallons) and campus facilities, it is acknowledged that some members may require the use of service or assistance animals. Set forth below are guidelines concerning the appropriate use of and protocols associated with Service Animals and Assistance Animals.

DEFINITIONS

Service Animals - A “service animal” is an animal trained to do work or perform tasks for the benefit of an individual with a disability. The work or tasks performed by a service animal must be directly related to the individual’s disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, pulling a wheel chair, or assisting an individual during a seizure. The American Disabilities Act limits service animals to dogs and, in some circumstances, miniature horses. Service animals are not considered “pets” and are explicitly permitted to accompany the disabled person in all areas of the College where the disabled person is authorized to be. In extremely unusual circumstances, a service animal may not be permitted in a specific area, such as in an animal research lab if the service animal’s presence would pose a danger or interfere with research activities. In those cases, the College will work with the individual to explore alternative accommodations for the individual to participate in the College’s program.

Assistance Animals - An assistance animal is not specially trained to assist a person with a disability and, therefore, is not a service animal. An assistance animal is an animal which is required by a member of the Alfred State community in order to have an equal opportunity to use and enjoy their residence hall room or to participate in the housing program. The animal provides emotional support which alleviates one or more identified symptoms or effects of a person’s disability. There must be an identifiable and medically indicated relationship between the individual’s disability and the assistance the animal provides. A person with a medically documented need for an assistance animal is permitted to have the animal in his/her room and common living areas of the residence. An assistance animal is not permitted to accompany the individual with a disability in “no pet” areas of the College.

Pet - A pet is an animal kept for ordinary use and companionship unrelated to a disability. A pet is not considered a service or assistance animal. Pets, other than fish, are prohibited from residing and/or visiting College residence halls. Further, pets are not permitted in the facilities of Alfred State outside of the designated Pet-Friendly living area and only with prior authorization of Residential Services. Refer to the College’s Student Code of Conduct: Regulations: Disorderly and Irresponsible Conduct: 3.11 Pets <https://www.alfredstate.edu/student-code-of-conduct/regulations/3-disorderly-and-irresponsible-conduct/3.11-pets>

Pet-friendly Residence living area – A residential student may be granted the privilege of having a family pet live with them in selected areas on campus. The owner is financially responsible for the actions of their pet including, but not limited to: bodily injury, housing damages, and campus damages. Pets are not allowed in any other college facility other than the Pet-Friendly residence hall. Prior authorization is required from Residential Services before a pet may enter this living area. All pets must meet the established guidelines outlined in the Pet-Friendly Residence Policy.

Refer to the Pet-Friendly Residence Policy: <https://www.alfredstate.edu/student-life/housing/pet-friendly-residence-policy>

Approved Animal - An approved animal is a Service or Assistance Animal authorized pursuant to this policy.

Owner - The owner is a person with a disability who uses an authorized service or assistance animal.

PROCEDURES FOR REQUESTING ACCOMMODATION FOR USE OF SERVICE OR ASSISTANCE ANIMALS

Service and assistance animals may not reside in College housing without express pre-approval of College officials.

Service Animals

Students intending to bring a service animal to campus and/or to live with a student in a residence hall are requested to inform the Disabilities Services Office in the Student Success Center (607) 587 4506. Students are encouraged to make this notification by June 1 for fall term, December 1 for spring term, and April 1 for summer term to allow adequate time to make arrangements. Notification to Student Disability Services Office of the need for a service animal will assist the College in making any necessary preparations, as well as ensuring that appropriate College employees are made aware that the animal is a service animal authorized to be on campus. If it is readily apparent that the individual has a disability and that the animal is a service animal, no further information will be requested. If it is not readily apparent that the animal is a service animal, the individual may be asked if the animal is a service animal required because of a disability and to explain the work or task that the animal has been trained to perform. The animal will not be required to demonstrate this task and no documentation of training will be required. If the service animal is a miniature horse, additional consideration will occur, including but not limited to whether the animal is controllable by the owner and will not present a safety risk.

Assistance Animals

To begin the process, students must be registered with the Office of Student Disabilities Services in the Student Success Center, and should complete the “Accommodative Housing Request Form”, available from the SDS office in the Student Development Center. The student must provide appropriate documentation of a disability from a medical professional qualified to diagnose the identified disability. The request of accommodation must be directly related to ameliorating the effects of the documented disability. The request will be reviewed by members of the Accommodative Housing Committee (AHC). The Accommodative Housing Committee will require sufficiently specific documentation, on the letterhead of a treating physician, which permits the Coordinator of Disabilities Services to determine that: (1) the individual has a disability (2) the animal is necessary for the individual to have an equal opportunity to use and enjoy their residence, and that (3) there is an identifiable relationship between

the disability and the assistance that the animal provides. Determination of reasonable accommodation will include, but is not limited to, whether the animal poses a safety risk.

Accommodative Housing Committee

The Accommodative Housing Committee shall consist of one (1) representative from each of the following areas:

1. Student Disability Services
2. The Health and Wellness Center
3. Residential Services

The AHC meets as needed and will determine on a case by case basis, and in accordance with applicable laws and regulations, whether the animal is a reasonable and appropriate accommodation for the identified disability. **Students are encouraged to place their request for use of an assistance animal in College residence halls by June 1 for fall term, December 1 for spring term, and April 1 for summer term** to allow adequate time to make arrangements. While applications submitted after these dates will be accepted and considered, Alfred State cannot guarantee that it will be able to meet late applicants' needs in time for the beginning of the semester. Students who are in the process of requesting the use of an assistance animal are not permitted to have the animal in residence hall buildings until the process is complete and approval has been given.

Assistance animal's paperwork requirements: Before an assistance animal is permitted on campus as an accommodation, its finalized paperwork packet must be complete and on file with the Student Disability Services office and Residential Services.

Health and vaccination records: The animal must have an annual exam from a licensed veterinarian that does not identify health issues sufficient enough to prevent the animal from providing the necessary assistance to the individual. The animal must also have updated vaccinations, including but not limited to, the general maintenance vaccine series and any vaccinations deemed necessary by a licensed veterinarian. The animal must also wear a rabies vaccination tag, or provide current documentation of rabies vaccination. Owner must follow all local or home town licensing laws and tag laws:

<http://townofalfred.com/town-of-alfred-ny-clerk.htm>

Once the request is submitted, in writing, to the Student Disability Services office, it will be reviewed in consultation with the Accommodative Housing Committee and, if your request was submitted by the deadlines listed above, you will be notified in advance of moving into a residence hall room regarding the status of the application. Requests submitted after the deadline will also be reviewed, but notification of a decision may not be given prior to the start of the upcoming semester.

Members of the Alfred State community with a Service Animal: The supervision of the animal is solely the responsibility of its owner. The owner must be in full control of their animal at all times, as outlined below. Service/Assistance animals in campus housing may not be left for extended periods of time either unattended or to be cared for by someone other than the owner. The owner is expected to ensure the health, safety, and humane treatment of their animal. The owner agrees to continue to abide by all other College policies. Reasonable accommodation which may constitute an exception to a policy that otherwise would prohibit having an animal does not constitute an exception to any other policy. Office of Residence Life has the ability to relocate owner and approved animal as necessary according to the Housing and Dining contract. Alfred State personnel shall intervene if the animal is found unattended, in need of care, or is causing a disturbance.

1. Under control of owner:

- a. The animal must be under the owner's direct physical control with a harness, leash, or other tether, unless either the owner is unable because of a disability to use these, or the use of one of these would interfere with the service animal's safety, effective performance of work or tasks. If so, the service animal must be otherwise under the owner's control (e.g. voice control, hand signals, or other effective means).
 - b. The animal's behavior must not be disruptive to its surroundings or other members of the College community. Disruptive behavior includes, but is not limited to, jumping on people, barking, growling, excessive odor, taking food from dining area tables, or taking personal belongings of individuals other than the owner.
2. Proximity to owner: While on campus, in areas including classes, public areas or residences, food venues, or assembled gatherings, the animal must be in close physical proximity to the owner.
3. Identification: A service animal must wear some type of commonly recognized service animal identification symbol when in public.
4. Clean up and grooming requirements: The care of the animal is solely the responsibility of its owner. The animal must be house broken. The owner shall:
 - a. Always carry equipment sufficient to clean up the animal's waste and immediately remove and dispose of the waste. Members of the College community who are not physically able to pick up and dispose of animal waste are responsible for making all necessary arrangements for assistance. Alfred State is not responsible for this task.
 - b. Keep the animal clean, well groomed, and free of pests. If College facilities are used to bathe the animal, the owner will clean the area when done. Members of the College community who are not physically able to bathe the animal or clean College facilities when done are responsible for making all necessary arrangements for assistance. Alfred College is not responsible for this task.

MEMBERS OF THE ALFRED STATE COMMUNITY WITH AN ASSISTANCE ANIMAL IN COLLEGE HOUSING

The animal is only permitted within the owner's residence hall room and common areas while the owner is present in the common areas. The supervision of the approved animal is solely the responsibility of its owner. The owner must be in full control of the approved animal at all times as outlined above. Assistance animals in College housing may not be left for extended periods of time either unattended or to be cared for by someone other than the owner. The owner must ensure that the animal is housebroken and observe clean up and grooming requirements outlined above. The owner is expected to insure the health, safety, and humane treatment of their animal and submit annual proof of immunizations as required to the Center for Academic Success Director. The owner agrees to continue to abide by all other College policies. Reasonable accommodation which may constitute an exception to a policy that otherwise would prohibit having an animal does not constitute an exception to any other policy. The Office of Residence Life has the ability to relocate owner and approved animal as necessary according to the Housing and Dining contract. College personnel shall intervene if the animal is found unattended, is in need of care, or is causing a disturbance.

LACK OF CLEANLINESS AND DAMAGES CAUSED BY THE SERVICE OR ASSISTANCE ANIMAL

All members of the College community are responsible for any extra cleaning required or damage to College property which is caused by them. The owner shall also be responsible for any extra cleaning required or damage to College property which is caused by the service or assistance animal.

A. The owner's residence may be inspected for fleas, ticks, or other pests during the regularly scheduled housing inspection by the Environmental Health & Safety (EH&S) office. If fleas, ticks, or other pests are

detected through inspection, the residence or work area will be treated using approved fumigation methods by a College-approved pest control service. The owner will be billed for the expense of any pest treatment.

B. The owner's residence may be inspected to ensure it is being properly cleaned and that sanitary and safe conditions are being maintained. If required, the owner will be billed for the expense of the additional cleaning required.

C. The owner's residence may be inspected for physical damage during the regularly scheduled housing inspection. The owner will be billed for the expense of any damage to the College residence or College furnishings within the residence that are caused by the animal.

MANAGING DISABLING CONDITIONS AND CONCERNS OF ALL MEMBERS OF THE ALFRED STATE RESIDENTIAL COMMUNITY

Within College residences, the health and well-being of all roommates, suitemates, apartment mates, housemates and building occupants will be considered. Members of the College community with medical conditions(s) that are affected by animals (e.g., respiratory diseases, asthma, severe allergies) are asked to contact the Office of Residence Life if they have a health or safety related concern about exposure to an animal. Roommates, suitemates, apartment mates, and/or housemates will be made aware of the planned presence of an animal in their residence by the Office of Residence Life. They will be asked to sign an acknowledgement stating that they understand they will be living in the presence of an animal and are aware of how to address concerns if needed. In the event that a roommate, suitemate, apartment mate and/or housemate has an allergy or other physical or emotional condition aggravated by the presence of the animal, the College will work with the students involved to find a housing solution acceptable to all. However, when faced with students with incompatible medical needs, the College may find it necessary to relocate one or more students involuntarily, including, where the College deems appropriate, the student with the animal.

REMOVAL OF A SERVICE OR ASSISTANCE ANIMAL

Alfred State may pursue the process for determining if an approved animal should be removed from campus housing for the following reasons:

- The animal is not under the direct physical control of the owner
- The animal's behavior is disruptive to its surroundings or other members of the College community
- The animal poses a direct threat to the health and safety of others
- The animal's presence fundamentally alters the nature of a program or activity
- The owner fails to comply with any of their responsibilities under this policy

Process for removal of a service or assistance animal:

Any member of the College community may submit a complaint about a service or assistance animal, identifying one or more concerns in the areas listed above. The College will investigate the situation. If the College determines that a violation of this policy occurred, the owner of the animal will be informed, and the College will take appropriate responsive measures. The College's responsive measures will depend on the circumstances of the situation. Where reasonable, the College will work with the owner to resolve the situation in a way that allows the owner to continue to have the service or assistance of the animal or another animal. The College reserves the right to require an owner to remove the animal from College property in the case of violations of this policy.

APPEALS

Decisions made pursuant to this policy are reviewable by the Associate Dean for Judicial Affairs upon request by the affected person(s). The request for review should be made to the Associate Dean for Judicial Affairs within ten business days of the decision. Additionally, in appropriate cases, an appeal may be directed to Casey Gross, Associate Dean for Judicial Affairs.

Policy responsibility: Student Disability Services and Accommodative Housing Committee