



## **Center for Accessibility Services and Academic Accommodations**

### **Emotional Support Animal Policy**

#### **Licensing/Health Requirements**

Emotional support animals must meet the City of Springfield and/or Massachusetts licensing requirements and wear tags designating this license. The College may request a record of animal license as needed to comply with local laws.

Emotional support animals must also be vaccinated in accordance with state and local laws, rules and regulations. All vaccinations must be current and proof of vaccination must be given to CASAA before bringing the animal to campus.

Emotional support animals must wear a rabies vaccination tag and have an annual clean bill of health from a licensed veterinarian. Certification of clean health must be provided to CASAA before bringing the animal to campus.

#### **Animal Waste & Clean Up**

Emotional support animals must be house broken.

The owner and user of an emotional support animal, is responsible for cleaning up after the animal's waste, and should carry sufficient and appropriate equipment to clean up after the animal. Waste must be bagged and discarded in the designated receptacles located outside of residence halls. Animal waste may not be disposed of in interior waste receptacles.

Emotional support animals must be well behaved at all times, whether in a student's private quarters or on the campus grounds. An animal cannot pose a risk of health or safety to others. Animals that are out of control (e.g., displaying vicious behavior towards people or other animals, excessive barking, running around out of control, nipping); or is not housebroken, will be asked to leave campus. A decision to remove an emotional support animal will be reviewed on an individual basis through the student conduct process and alternative accommodations

may be offered.

## Control

**Emotional support animals shall be under control at all times.** All support animals may not leave a student's private quarters, unless for transport home during break periods. All caged animals shall remain in their cages. An animal that does not require the use of a cage who leaves a student's private quarters, shall have a harness, leash, or other tether, at all times.

The owner and user of an emotional support animal must adhere to other campus policies related to animals on campus. It is the student's responsibility to know and understand these policies.

Comfort animals may not be left unattended in a student's room for more than six (6) consecutive hours at a time. All animals must be removed from college premises during break periods (Fall, Thanksgiving, Christmas, Spring, Summer) or any other time in which the student is not physically on campus for longer than six (6) consecutive hours.

Should another student be enlisted to care of an emotional support animal in the owner's absence to meet the 6-hour standard noted above the owner has the responsibility:

- to ensure that the substitute caregiver understands these guidelines and other policies related to animals on campus;
- for damages or violations of policy that occur while their animal is in the care of a substitute caregiver; and
- to ensure that the animal remains in their residence hall room or outside while in the care of a substitute caregiver. Emotional support animals may **NOT** reside in the room of another student in campus housing.

## Financial Responsibility

A person who has an animal on campus (including College Housing) is financially responsible for property damage caused by his or her animal including but not limited to cost of repairs, replacement or cleaning of facilities or furnishings, and any bodily injury or personal injury caused to other persons by the animal.

The owner of an emotional support animal will be financially responsible for any harm to others and property damage of others caused by their comfort animal. Owners also agree to indemnify the College from any claims related to harm or damage caused to a third party by your animal.

If the College is required to assume responsibility for the animal due to the illness or incapacitation of its owner and user, or because the student abandons the animal, all costs incurred by the College will be charged to the student's account.

### **Removal of a comfort animal (applicable to all species of animals)**

Any comfort animal that is out of control, displays vicious behavior towards people, is disruptive (e.g., barking, running around, nipping, biting, scratching); is not housebroken; if the owner does not properly dispose of the animal's bedding or waste litter; or is not appropriately restrained outside the student's private residence may be excluded from college housing. The infraction will be treated as **a conduct violation** and will be handled within the campus conduct process with support or input as may be appropriate from CASAA. If the animal poses a threat to the safety of others, Campus Security will be part of a collaborative team to determine the outcome of the behavior. Consequences may include, but are not limited to, muzzling a barking dog, refresher training for the animal and its partner or exclusion of the animal from College facilities.

In the event that a comfort animal is excluded from College facilities or programs in accordance with applicable FHA regulations, the owner will be responsible for securing a placement for his/her animal.

### **Conflicting Disabilities/Other Safety Concerns**

Allergic reactions to animals are common. Students must inform all persons entering their room of the presence of the animal. Persons who have asthma, allergies, or other medical conditions affected by the presence of animals are asked to contact CASAA. The person impacted by the presence of the animal must provide verifiable medical documentation to support their claim. The needs of both persons are considered in resolving the issue.

If an allergy/animal conflict within a residence hall cannot be resolved agreeably, then the Office of Residential Life and CASAA will collaborate to determine a solution.

## Emergency Contact

Owners may choose to provide the name and contact information of a person they designate to take care of their emotional support animal should they need to leave campus and/or be unable to care for their animal. This person may not be another student who resides in the AIC residence halls. Designated emergency caretakers shall sign a letter indicating their willingness to accept responsibility for the emotional support animal should an owner be unable to do so. This person must remove the animal from the residence hall within six hours of an owner's departure from campus. In the case that an owner does not have an emergency contact or the emergency contact is unable to take the animal in a timely manner, the college will take steps to have the animal boarded at a local animal facility and the owner will be responsible for any financial charges.

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Name of emergency contact

Phone

Email



## **Emotional Support Animal Acknowledgement of Responsibilities**

In accepting this accommodation and the responsibility of bringing an emotional support animal to campus, I understand and agree that I am solely responsible for the wellbeing and actions of my animal, and I further agree that neither the Trustees of American International College nor any of its employees are responsible for any loss, damage, injury or death caused by my animal or sustained by my animal, even if such loss, damage, injury or death is partly caused by the college or its employees.

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Student

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Date