

Olin College Policy on Pets, Service Animals, and Emotional Support Animals in Residence – 2019-2020

Olin College is committed to providing reasonable accommodations to qualified students with disabilities. Students with disabilities who require the use of Emotional Support Animals (ESAs) as a reasonable accommodation may be permitted to bring such animals on campus provided that they comply with the College's policies regarding such animals. Animals, including pets, are not permitted in Olin College student housing with the exception of Service animals or approved ESAs for individuals with disabilities. This document is the request for an ESA specifically. Please note that requests are not automatically granted; they are a start of an interactive process to understand how this request will meet your individual needs.

Students who seek to bring an ESA to campus must:

1. Carefully read, complete, and submit this document.
2. Meet with Assistant Dean of Student Affairs, Adva Waranyuwat, at adva.waranyuwat@olin.edu or by calling 781-292-2327. This is an interactive process where every situation is considered on a case-by-case basis.

Please note:

- The staff will determine, on a case-by-case basis, and in collaboration with other offices on campus if necessary, whether to approve the student's request for an ESA.
- In making this determination, Student Affairs and Resources (StAR) will consider the needs of the student, and consider whether this request will have a direct impact on removing barriers to accessing their education.
- Students seeking to have an ESA in housing must submit a request for review each academic year, so that we can be sure that this accommodation is providing the support needed for the student to equitably access their educational experience.

The animal must not be in residence prior to approval by the Office of Student Affairs. The approval of a request is animal-specific and is not transferable to another animal.

Section I. Definitions

Emotional Support Animals (ESAs) or Assistance Animals are animals that perform tasks and/or provide service, assistance, or emotional support which alleviates one or more identified symptoms or effects of an individual's disability. Some, but not all, animals that assist persons with disabilities are professionally trained. Other Assistance Animals are trained by the owners. In some cases, no special training is required. The question is whether or not the animal performs the assistance or provides the benefit needed as reasonable accommodation by the person with the disability. Dangerous, poisonous, and illegal animals are not permitted as Assistance Animals.

Approved Animals are animals that have been permitted in Olin College student housing. This can include Emotional Support Animals and Service Animals.

A **pet** is an animal kept for ordinary use and companionship. A pet is not considered an approved animal. Students are not permitted to keep or bring pets in student housing.

The **Owner** is the resident student who has received written permission from the College to keep an Approved Animal in student housing under this policy.

Section II. Legal Considerations

Legal justification for the use of Emotional Support Animals is found in the [Fair Housing Act \(FHA\)](#); it stipulates:

- Persons with disabilities may request a reasonable accommodation for any assistance animal, including an emotional support animal, under both the FHAct and Section 504.
- An assistance animal is not a pet. It is an animal that works, provides assistance, or performs tasks for the benefit of a person with a disability, or provides emotional support that alleviates one or more identified symptoms or effects of a person's disability. Assistance animals perform many disability-related functions, including but not limited to, guiding individuals who are blind or have low vision, alerting individuals who are deaf or hard of hearing to sounds, providing protection or rescue assistance, pulling a wheelchair, fetching items, alerting persons to impending seizures, or providing emotional support to persons with disabilities who have a disability-related need for such support.
- Housing providers are to evaluate a request for a reasonable accommodation to possess an ESA in a dwelling using the general principles applicable to all reasonable accommodation requests. After receiving such a request, the housing provider must consider the following:
 - (1) Does the person seeking to use and live with the animal have a disability — *i.e.*, a physical or mental impairment that substantially limits one or more major life activities?
 - (2) Does the person making the request have a disability-related need for an assistance animal? In other words, does the animal work, provide assistance, perform tasks or services for the benefit of a person with a disability, or provide emotional support that alleviates one or more of the identified symptoms or effects of a person's existing disability?

Please note that there are some important legal standards that, if are not adhered to, means that the Owner will be required to remove the animal from the premises. While we hope never to encounter this situation, this is a legal requirement and its enforcement is at the discretion of the college.

- The animal must be under the owner's control at all times.
- The animal cannot be disruptive.
- The animal must be housebroken. If you are bringing an animal that cannot or does not follow traditional housebreaking practices, you must maintain a designated waste removal area for the animal. We expect proper stewardship of your shared space to ensure the health and safety of all members of the campus community.

Section II. Application and Approval Process

A resident student seeking to keep an ESA in housing must make a formal request to the Office of Student Affairs. To do so, the resident student must submit this form and be approved by the

Assistant Dean of Student Affairs. The resident may not bring the animal to campus unless the request has been granted.

Any approval under this policy is valid for one academic year. For the initial request, documentation is required. Upon review each year, if the continued need for an ESA is not readily apparent, the College may request additional clarification and medical documentation from a physician, psychiatrist, social worker, or other mental health professional, including (i) verification of the student's disability, (ii) statement on how the animal serves as an accommodation for the documented disability, and (iii) statement on how the need for the ESA relates to the ability of the student to use and gain benefit from College housing.

Any necessary documentation must be dated within the last 12 months.

After receiving completed documentation for the application for a Service or Assistance Animal, the Office of Student Affairs staff will arrange a meeting with the requesting student. This policy will be reviewed with the resident student at that time.

Section III. Notification and Appeal Rights

If the request for a Service or Assistance Animal is approved, the College will notify the Owner, who will be required to sign an agreement form. Failure or refusal to sign this form within 5 days of the notice of approval may result in a revocation of the approval.

Student Affairs staff will make a reasonable effort to notify the other residents in the housing where the animal will be located. This notice will be limited to information about the animal's presence as an accommodation to a student with a disability: there will be no disclosure of the student's disability. Other resident students with medical condition(s) who are affected by animals (e.g., respiratory diseases, asthma, severe allergies) are asked to contact the Office of Student Affairs if they have a health or safety related concern about exposure to a Service or Assistance Animal. Such affected students may be eligible for a disability accommodation when living in proximity to a Service or Assistance Animal. The Office of Student Affairs staff will collaborate, as necessary, to resolve conflicts related to a Service or Assistance Animal. Staff members will consider the needs and/or accommodations of all resident students involved.

All roommates or suitemates of the Owner must sign an agreement acknowledging that the Service or Assistance Animal will be in residence with them. In the event that one or more roommates or suitemates do not approve, the non-approving roommates or suitemates, may be moved to a different location.

The requesting student may appeal a denial of a request for a Service or Assistance Animal within five business days to the Dean of Student Affairs. The decision of the Dean of Student Affairs is final.

Section V. Revocation of Approval

The College will take appropriate measures, up to and including revocation of approval for an ESA if, among other reasons:

- The Owner violates any term of this policy, after notice and reasonable opportunity to remediate the violation(s) when possible

- The ESA is no longer needed to assist with a disability or is no longer deemed a reasonable accommodation
- The College determines that the Approved Animal threatens the health, safety, or property of anyone in the Olin community, or that the Approved Animal is adversely affecting Olin's programs and activities; or
- The College discovers that false or misleading information was provided in the Owner's application for approval of a Service or Assistance Animal.

The College reserves the right to make an interim accommodation while determining appropriate measures.

The requesting student may appeal revocation of approval of an ESA within five business days of the notice of revocation to the Dean of Student Affairs. The decision of the Dean of Student Affairs is final.

Section IV. Owner's Responsibilities for Approved Animals in Housing

The Owner must comply with the following provisions regarding behavior and care of Emotional Support Animals:

- **Vaccination:** In accordance with local ordinances and regulations, the ESA must receive all required and/or recommended immunizations against diseases. Dogs must have current vaccination against rabies and wear a rabies vaccination tag. Other types of ESAs must have appropriate and customary vaccinations. Local licensing requirements must be followed. The College may request updated verification regarding an ESA's vaccinations at any time during the animal's residency.
- **Health:** ESAs must be in good health as documented annually by a licensed veterinarian. Appropriate documentation will be determined on a case-by-case basis, but may include a vaccination certificate or veterinarian's statement regarding the animal's health. The College has authority to direct that the ESA receive veterinary attention in appropriate circumstances.
- **Training:** ESAs must be well-behaved. It cannot pose a direct threat to the health or safety of others that cannot be eliminated or reduced to an acceptable level by a reasonable modification to other policies, practices, and procedures.
- **Control:** The Owner must be in full control of the ESA at all times. The animal must generally be on a leash, harness, or other tether (or in an appropriate crate) unless the Owner's disability prevents its use, or the use of one would interfere with the Service or Assistance Animal's ability to be of service. In its sole discretion, the College may require certain animals to be restrained or crated in some circumstances and will make such determinations on a case-by-case basis and notify the Owner about such requirements.
- **Access:** ESAs are not allowed in public areas (except outdoor public areas) except to enter or exit the building. ESAs are not permitted in any campus buildings or indoor public areas outside of their direct residence.
- **Cleanliness:** It is the Owner's responsibility to remove and properly dispose of any waste. An ESA must be clean and well groomed, and measures should be taken at all times for flea and odor

control. If fleas, ticks, or other pests are detected through inspection, the residence hall will be treated using approved fumigation methods by College approved pest control service. The Owner will be billed for the expense of any pest treatment above and beyond normal required pest management. The Owner will be held responsible for any room damages including the excessive cleaning or replacement of the carpet. This will be noted on the Room Condition form and during the Health and Safety Inspections.

• **Incident Reporting:** In the event of any incident involving property damage or bodily injury by the Approved ESA, the owner is required to submit a written report to the Office of Student Affairs within 24 hours detailing the events of the incident and identifying any other persons involved in the incident or witnessing the incident.

• **Other Conditions:**

- The Office of Student Affairs may place other reasonable conditions or restrictions on the Approved Animal depending on the particular facts and circumstances, including the nature and characteristics of the animal.

- The Owner is responsible for assuring that the Approved Animal does not unduly interfere or adversely affect the routine activities of student housing or other residents. In addition, the Approved Animal must not pose a threat to the health, safety, or property of anyone in the Olin College community.

- The care and supervision of the Approved Animal is solely the responsibility of the Owner. The Owner is responsible for ensuring the safety of the Approved Animal and the Olin community. The Owner must not have any past or current student conduct issues that may impact the Owner's ability to care for and effectively control an animal. In addition, the Owner must not have a history of abuse or irresponsible behavior related to the Approved Animal or others that negatively impacts the Owner's ability to ensure the safety of the Approved Animal or the Olin community. If Olin determines that such conduct issues are negatively impacting the safety of the Approved Animal or the Olin community, Olin will take appropriate measures, up to and including a determination that the Approved Animal may no longer be permitted on campus.

- The Owner is responsible for ensuring the cleanup of the Approved Animal's waste (e.g. urine, excrement, fur, cage shavings, feathers, etc.). Animal waste must be placed in a sturdy plastic bag before disposal.

- The Owner is financially responsible for the Approved Animal, including for any bodily injury or property damage caused by the Approved Animal. The Owner's financial responsibility may include replacement of furniture, carpet, window, wall covering, and costs of damage to other College owned property. The Owner is expected to cover these costs at the time of repair and/or move-out.

- The Owner is responsible for any expenses incurred for required cleaning above and beyond a standard cleaning or for repairs to College premises. Any such damages will be assessed after the Owner and Approved Animal vacate housing. The College shall bill the student account for unmet obligations.

- The Owner must notify the Office of Student Affairs in writing if the Approved Animal is no longer needed or is no longer in residence. To replace an Approved Animal, the Owner must file a

new Housing Accommodation Request Form pursuant to Section II or Section III of this policy, as appropriate.

- The Owner's residence may be inspected for pests as needed. Facilities or Residence Life staff will schedule any such inspection. If pests are detected upon inspection, the residence room or hall will be treated using fumigation or other methods by a College-approved pest control service. The Owner will be billed for the expense of any pest treatment above and beyond routine pest management in the residence halls.

- From time to time, the College may use pesticides, pest control devices, de-icing materials, cleaning supplies, and other materials for the maintenance and operation of housing. The College is not responsible for any harm to Approved Animals caused by such materials.

- Approved Animals may not be left overnight in housing without the Owner. Approved Animals must be taken with the Owner if the Owner leaves campus overnight.

- The Owner agrees to continue to abide by all other College policies, including housing policies. Any violation of this policy may result in immediate removal of the Approved Animal from the College. Reported violations will be reviewed by the Assistant Dean of Student Affairs.

- The College may prohibit the use of Approved Animals in certain locations due to health or safety hazards, where animals may be endangered, or where their use may compromise the integrity of research or fundamentally alter the nature of a program or activity. The safety of locations will be individually considered by the Assistant Dean of Student Affairs. If a location is determined to be unsafe for the use of a Service Animal, alternative reasonable accommodations will be explored and provided as appropriate to ensure the individual equal access to the activity.

- ESAs must be kept in the residence of the student, are not allowed in public areas except to enter or exit the building, and are not allowed in other campus buildings. ESAs may be in outdoor public areas, and must remain leashed or tethered, as long as other people are not negatively impacted by it.

Section VI. Requirements for Faculty, Staff, Students, Guests, and Other Members of the College Community

It is the responsibility of the Owner to ensure that community members are aware of and abide by the following practices:

1. They are not to touch or pet an Approved Animal unless invited to do so.
3. They are not to feed an Approved Animal.
4. They are not to startle an Approved Animal.
5. They are not to separate or to attempt to separate an Owner from their Approved Animal.
6. They are not to inquire for details about the Owner's disabilities. The nature of a person's disability is a private matter.

Emotional Support Animal Intake Form**Date:** _____

 Name (please print) Phone # ID #

 ESA Name (please print) Type of animal (type, breed, color)

 Campus Residence Name and Room #
How does your ESA directly impact you, as it relates to your disability?**How does your ESA promote or increase access to your education?**

Please attach documentation from a professional health practitioner in support of your use of an ESA. This documentation should show how the animal provides emotional support that alleviates one or more of the identified symptoms or effects of an existing disability.

Emergency Contact Information

In the event that I am incapacitated or absent and am not able to care for my Approved Animal, the following people will take full responsibility for my Approved Animal. I understand that I will incur any costs associated with sending the animal to my emergency contact.

 Local Contact Name (please print) Contact Phone Contact Email

 Permanent Contact Name* (please print) Contact Phone Contact Email

 Signature of Local Contact Signature of Permanent Contact**

*if different from local contact information

**if the permanent contact is unable to sign, an email send to the Assistant Dean of Students in lieu of a signature will be accepted.

Roommate Acknowledgement Information

By my signature below, I acknowledge that I will share my assigned Olin housing with a roommate/suitemate that has an approved service or assistance animal. Should I have any concerns regarding the behavior, location, or care of the animal, I will first discuss my concerns with the animal's owner. If I continue to have concerns I will contact the appropriate Office of Student Affairs staff member.

Roommate/Suitemate's name and signature	Date
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Roommate/Suitemate's name and signature	Date
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Roommate/Suitemate's name and signature	Date
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Roommate/Suitemate's name and signature	Date
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Roommate/Suitemate's name and signature	Date
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By my signature below, I verify that I have read, understand and will abide by the above policy.

Owner's Signature and Date	Parent/Guardian Signature and Date (if under 18)
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Assistant Dean of Student Affairs Signature and Date

Office Use Only:

_____ Date Form Received _____ Approved _____ Not Approved