

Assistance Animal Policy

This policy explains the specific requirements and guidelines which govern requests for reasonable accommodation in college housing at Union College. The college reserves the right to amend this policy at any time as circumstances require.

Assistance Animals (also referred to as Emotional Support Animals or Therapy Animals) are not considered Service Animals under the ADA. Per the Fair Housing Act, the college provides reasonable accommodations for an Assistance Animal in college and residential housing. These animals must be contained within the privately assigned student living accommodation (room, suite, apartment, etc.). The TLC director will determine, on a case by case basis, whether an animal is a reasonable accommodation in college and residential housing. An Assistance Animal cannot be denied due to other resident's allergies.

The following steps must be completed to request an Assistance Animal:

- 1) **Make an appointment with the TLC director.** During the appointment, the director and the student will review any academic and accessibility needs, review documentation, and create an Accommodation Plan.
- 2) **Provide the following documentation** to the TLC director:
 - a. Complete the [Housing and/or Dietary Accommodations Request Form](#) This includes, but is not limited to, Assistance Animals.
 - b. Documentation is very helpful in developing the Accommodation Plan. Please talk to your professional or medical provider in order to obtain the appropriate documentation. Additionally, students requesting housing and/or dietary accommodations may need to provide the [Provider Verification of Request Form](#).
- 3) All forms are available in the TLC office or on the TLC website.
- 4) If the individual requires assistance in completing the any form because of his/her disability, the TLC will provide assistance in completing the form.
- 5) If the accommodation request for an Assistance Animal is not deemed necessary, the student may be asked to provide further documentation.
- 6) Any time an accommodation request is denied, the student has the right to request a review of the denial or file a grievance. This is outlined in the [Dispute of Resolution](#) policy.

Once the Accommodation Plan is completed, the TLC director will notify the designated campus housing coordinator regarding confirmation of the students housing accommodation plan. Notification of the Accommodation Plan does not include disclosure of the disability diagnosis. (See the TLC policy [Confidential/Recordkeeping](#))

Care and Supervision of Assistance Animal

Once an Assistance Animal has been included in the Accommodation Plan, it is the responsibility of the student with a disability to provide care and supervision for the animal. This includes the following:

- Abide by current city, county, and state ordinances/laws/regulations pertaining to licensing, vaccination, and other requirements for animals (It is the student's responsibility to know and understand these ordinances, laws and regulations). Lincoln, Nebraska pet ordinances may be found here: <http://lincoln.ne.gov/city/health/animal/ordinances.htm>
- Provide the appropriate animal licensing and vaccination documents to designated housing coordinator
- The student is responsible for all clean up and proper dispose of the animal's feces in a safe and sanitary manner.
- Be responsible for the Assistance Animal. If at any time the student is unable to care for the Assistance Animal, the student will be responsible in finding a caretaker. Additionally, all students living in a residence hall must inform the dean about these arrangements.
- Make sure that the Assistance Animal does not infringe on the rights of other residents (such as noise/barking).
- Any alterations to the property must be discussed and approved by the designated housing representative.
- When living in one of the residence halls, the assistance animal will remain in the assigned living space.
- When transporting the animal to and from the living space, they must be in a travel crate/cage or on a leash.
- The student must comply with all safety rules; including, but not limited to, fire and tornado drills.

The College will not ask for or require the student to pay a surcharge or to comply with other requirements generally not applicable to people without pets. However, the college may charge for any damage caused by an Assistance Animal.

The student must adhere to the Assistance Animal Policy. If the student fails to do so, one of the following will be implemented; the Accommodation Plan will be reviewed with the student for possible revisions, the student may be put on a probation status to allow time to resolve the complaint, or the student may be asked to remove the Assistance Animal. The college may ask for the removal of an Assistance Animal if:

- The Assistance Animal is out of control and the individual with a disability does not take effective action to control it;
- The Assistance Animal is not housebroken;
- The Assistance Animal poses a direct threat to the health or safety of others or if the animal's behavior, such as barking, is unreasonably disruptive to other participants within the housing facility;
- The Assistance Animal guidelines are not followed by the student.

The College will not tolerate or condone any harassment or retaliation against the handler or the animal.