Service & Emotional Support
Animal Policy
Guidelines and Restrictions

In general animals are not allowed in any buildings on campus. However, Connecticut College is committed to ensuring that all its students have equal access to educational programs and facilities.

**SERVICE ANIMALS**

A Service Animal is defined as any dog 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. Miniature horses may be considered Service Animals in some cases. Other species of animals, whether wild or domestic, trained or untrained, are not Service Animals. The work or tasks performed by a Service Animal must be directly related to the handler’s disability.

The student with a disability who requires a Service Animal in the residence halls or other campus buildings is responsible for formally registering the Service Animal with the Office of Student Accessibility Services prior to bringing the animal to campus. This will allow Residential Education and Living to assign the most appropriate housing location for the student and Service animal. The student should complete a Service Animal Registration form which will be kept on file in the Office of Student Accessibility Services.

Please note that registrations for Service Animals do not require documentation of disability. However, there are questions on the Service Animal Registration form which need to be completed. A Veterinarian’s verification that the dog has all Veterinary-recommended vaccinations to maintain the animal’s health and prevent contagious disease as well as a copy of the dog’s license from the City of New London must also be attached to the Service Animal Registration form. The student will also need to provide contact information of an individual who will be responsible for the animal in the event that the student is absent or unavailable. This individual cannot be another student residing on campus.
Upon receipt of the registration form, the student will be contacted to meet with the Office of Student Accessibility Services and Residential Education and Living to review the Owner/Handler’s Responsibilities and Guidelines for having a Service Animal in the residence halls and on campus. After this meeting has taken place, Residential Education and Living Staff will be notified as appropriate. The student’s roommate(s) will be notified (if applicable). Residential Education and Living staff will notify residents of the house where the approved animal will be residing. Campus Safety will also be notified. Students are responsible for informing their faculty that they will be bringing a Service Animal to class prior to the first day of this taking place.

Service Animals are generally allowed on campus anywhere it is safe for them to be. After consultation with the student, the College may determine if there are any parameters necessary regarding where a Service Animal is allowed on campus. Consideration will be given to other persons with disabilities, safety, and other factors.

Students with medical conditions that are affected by animals are asked to contact the Office of Student Accessibility Services if they have a health or safety concern about exposure to an animal. The College will make arrangements to accommodate individuals with such medical conditions.

**Emotional Support Animal**

An Emotional Support Animal is defined as an animal that is necessary for the individual to have an equal opportunity to use and enjoy a dwelling. There must be a relationship, or nexus, between the individual’s disability and the assistance the animal provides.

Emotional Support Animals are prescribed to an individual with a disability by a healthcare or mental health professional. Emotional Support Animals are an integral part of a person’s treatment process to assist in alleviating the symptoms of an individual’s disability.
Emotional Support Animals are not Service Animals and do not accompany an individual at all times. Therefore, Emotional Support Animals are only permitted in the individual’s assigned residential room and outdoor spaces, if appropriate, under the proper handling. These animals are not permitted in other campus buildings. When the animal is transported outside the private residence area it must be in an animal carrier, on a leash or harness, and controlled at all times.

**To place a request for an Emotional Support Animal a student must do the following:**

1. Register with the Office of Student Accessibility Services which includes submitting a completed Accessibility Needs Assessment Questionnaire and providing adequate documentation of the disability and need for an Emotional Support Animal.

2. The student must also submit a Request for Housing Accommodation form.

Documentation guidelines are listed on the Accessibility Needs Assessment Questionnaire. Generally documentation for an individual who is requesting an Emotional Support Animal should be dated within the last six months and include:

- Verification of a disability from a medical specialist or mental health professional.
- Information on how the animal serves as an accommodation and how it relates to the ability of the student to use and enjoy the living arrangements provided through College housing.
- Connecting the need for an Emotional Support Animal to a diagnosis and how it relates to treatment.

The Request for Housing Accommodation form will be reviewed and the student will be notified of the results. Should approval be granted, the student will meet with the offices of Residential Education and Living and Student Accessibility Services to review the Owner/Handler’s Responsibilities and Guidelines for Having an Emotional Support Animal on campus. The student will also need to complete a Service & Emotional Support Animal Approval Form which will be kept on file in the Office of Student Accessibility Services, the Office of Residential Education and Living, and Campus Safety.
At the time this meeting is scheduled, the student will need to provide a Veterinarian’s verification that the animal has all Veterinary-recommended vaccinations to maintain the animal’s health and prevent contagious disease, as well as, a copy of the animal's license (if applicable) from the City of New London. The student will also need to provide contact information of an individual who will be responsible for the animal in the event that the student is absent or unavailable. This individual cannot be another student residing on-campus.

An Emotional Support Animal should not be brought to campus until approval has been granted and the meeting with the offices of Residential Education and Living, and Student Accessibility Services has taken place.

Please note that the student must submit a Request for Housing Accommodation form each academic year.

Upon approval of an Emotional Support Animal, Residential Education and Living Staff will be notified as appropriate and the student’s roommate(s) will be notified (if applicable) of the approved animal. Residential Education and Living staff will notify residents of the house where the approved animal will be residing.

Students with medical conditions that are affected by animals are asked to contact the Office of Student Accessibility Services if they have a health or safety concern about exposure to an animal. The College will make arrangements to accommodate individuals with such medical conditions.
Owner/Handler’s Responsibilities and Guidelines for 
Having a Service or an Emotional Support 
Animal on Campus

• The owner/handler, not the College or another student, is responsible for the care and conduct of their animal.
• The owner/ handler must abide by all state and local laws regarding animals.
• Animals must be kept clean, healthy and under control of the owner/ handler at all times.
• Animals and their accoutrements (e.g. heat lamp) must not pose a direct threat to the safety of others.
• The owner/ handler is responsible for prompt clean up and disposal of the animal’s waste.
• Animals must sleep in the owner/handler’s room.
• Animals must not make excessive noise or display behavior that will disrupt other community members.
• The College is not responsible for an animal during a fire alarm, fire drill, or natural disaster.
• An animal cannot be left alone for more than 24 hours.
• The owner/handler is subject to charge for damage caused by the animal in the same manner as community members are charged for damage that is caused by an individual.
• The owner/handler is responsible for any financial charges for bodily injury caused by the animal to any individual, including the owner/handler.
• The owner/handler must notify Student Accessibility Services in writing if the animal is no longer needed in residence. To replace a Service Animal the student must file a new Registration form. To replace an Emotional Support Animal the student must file a new request for Housing Accommodation form.
• An approval for an Emotional Support Animal is good only for the academic year in which it has been approved. A formal request for an Emotional Support Animal must be submitted for each academic year.
• Service Animals, not Emotional Support Animals, are generally allowed on campus anywhere it is safe for them to be. After consultation with the owner/handler, the College may determine if there are any parameters necessary regarding where a service animal is allowed on campus. Service animals must be harnessed, leashed, or tethered, unless these devices
interfere with the service animal’s work or the individual’s disability prevents using these devices.

- Emotional Support Animals are only permitted in the privately assigned residential room and outdoor areas as approved by Residential Education and Living. When transported outside the privately assigned residential room the animal must be in an animal carrier or controlled by a leash or harness at all times.
- When physical plant needs to enter a student’s room to complete work the owner/handler must be present at the time physical plant staff enter the room. Work cannot be completed without the owner/handler being present.

REMOVAL OF APPROVED ANIMAL:

The College has the right to remove an animal if:

- It poses a direct threat to the health or safety of the owner/handler or others.
- The owner/handler does not comply with the owner/handler’s responsibilities outlined in the guidelines for having a Service Animal or Emotional Support Animal on campus.
- The animal causes uncontrollable disturbances.

PROTOCOL FOR MEMBERS OF THE COLLEGE COMMUNITY WHICH INCLUDE FACULTY, STAFF, and STUDENTS REGARDING SERVICE ANIMAL and EMOTIONAL SUPPORT ANIMALS:

- They are to allow Service Animals to accompany its owner/handler at all times and in all places on campus, unless predetermined exclusions have been made by the College.
- They are not to ask for details about the owner/handler’s disability, or need for the Service Animal or Emotional Support Animal. This is confidential and considered a private matter.
- A Service Animal or an Emotional Support Animal is not to be touched or pet unless the owner/handler has given their permission.
- A Service Animal or an Emotional Support Animal is not to be fed by anyone other than its owner/handler.
- The animal is not to be deliberately frightened, startled or intentionally separated from its owner/handler.