

Service and Support Animal Policy

Barnard College has established the following policy regarding Service Animals and Support Animals to assist individuals with disabilities. Being mindful of health and safety concerns of the campus community, Barnard College generally limits the presence of privately-owned animals on campus.¹ However, the College will reasonably accommodate persons with disabilities who require the assistance of Service or Support Animals, as appropriate. The ADA/Section 504 Director, who oversees the Office of Disability Services, is responsible for implementing this policy and for guiding students with disabilities in documenting their specific request for a necessary accommodation. Each request will be evaluated on a case-by-case basis, considering the needs of the individual and the concerns of the College community. The successful implementation of this policy requires the cooperation of all students, faculty, staff and visitors of the Barnard community. Barnard College reserves the right to amend this policy as circumstances require.

I. Definitions

Approved Animal: an “Approved Animal” is a Support Animal that has been granted as an accommodation under this policy.

Disability: defined as a physical or mental condition or impairment that is medically recognizable and diagnosable, and substantially limits one or more of a person’s major life activities. These limitations may include, but are not limited to performing manual tasks, walking, seeing, hearing, speaking, breathing, working, and learning. A person is substantially limited in major life activities if the individual is unable to perform the activity, or is significantly restricted as to the manner in which he or she can perform that activity when compared to the average person. Acceptable documentation of a disability can be from either a licensed medical or mental health provider and should verify the disability as well as describe the need for a Support animal.

Owner: the owner is the student or person who is responsible for any type of Approved Animal on campus.

Pet: a domesticated animal that serves a role in providing leisure companionship to its owner. Pets are not the same as Service or Support Animals and are generally not permitted inside College facilities. The only pets permitted in the residence halls are fish that can be kept in a tabletop aquarium no larger than five gallons, in compliance with the policies of Residential Life and Housing.

Service Animal: an animal, usually a dog, individually trained to do work or perform tasks for the benefit of an individual with a disability. Dogs whose sole function is to provide emotional support do not qualify as Service Animals.

Support Animal: an animal that is prescribed or otherwise documented by a healthcare or mental health professional as treatment for an individual with a disability and that is beneficial in alleviating one or more identifiable symptoms or effects of that individual’s disability. Support Animals are only permitted within the owner’s on-campus specific housing assignment room and are not permitted to be in common suite areas or in rooms or suites of other students or other campus locations.

II. Service Animals

These guidelines have been developed with the understanding that Services Animals (as defined herein) working on campus will most often be dogs. The requesting individual must have a disability as defined by the ADA and the accompanying animal must be trained to do specific tasks for the qualified requesting individual. To facilitate this accommodation for classes and ease of access into buildings on campus, ODS requests that owners contact ODS prior to bringing a Service Animal to campus by telephone or email to set up a brief meeting with an ODS staff member to discuss their request. Each request is reviewed on a case by case basis and requires affirmation that the service animal is required due to a disability and a description of the specific tasks or work the animal has been trained to perform.

A Service Animal is a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability. In some cases, a miniature horse may be a Service Animal. Other animals, whether wild or domestic, are not Service Animals. The work or tasks performed by the Service Animal must be directly related to the individual's disability. Service Animals are working animals, not pets. Dogs whose sole function is to provide emotional support or comfort are not Service Animals.

A. Procedures to have Service Animals in College Housing

Students who plan to bring a Service Animal to live in College housing are required to make a request to ODS. Through registering with ODS, we can provide notifications to Residential Life Staff, other residents if necessary in a suite, faculty members and public safety to streamline this accommodation for the student requesting a service animal and promote a more seamless execution of the accommodation within the campus community. ODS does not require documentation of a disability, but will ask for a description of the work tasks this animal has been trained to perform, evidence of up to date licensure and shots. Students will be advised of the requirement to adhere to all College's policies and procedures regarding animals on campus, with including the College's Code of Conduct and all Residential Life and Housing policies and procedures.

B. Procedures to have Service Animals on Campus

The individual approved for a Service Animal accommodation on Campus must:

1. Follow all established College policies (including the Code of Conduct);
2. Register the Service Animal with the Office of Disability Services prior to moving into campus housing each year to have a brief meeting to discuss expectations and this policy;
3. Provide documentation at the start of each academic year with proof the animal is licensed (pursuant to applicable laws), vaccinated and in good health, a recent photograph of the animal and owner, description of the animal, and a voluntary emergency contact for the animal.

4. Review and sign appropriate forms as requested at the start of each academic year;
5. Voluntarily produce, upon request of any College Official, the Service Animal Authorization Card, provided by ODS, offer name and UNI when asked and answer the following two questions:

(1) Is the Service Animal is required because of a disability?

(2) What work or task has the Service Animal been trained to do?

C. Conflicting Needs/Health Concerns

The Offices of Disability Services and Residential Life and Housing will make a reasonable effort to notify residents in the suite or room where the Service Animal will be located. Individuals who have medical issues and are affected by animals (e.g., asthma, severe allergies) should contact the Resident Assistant or Office of Disability Services as soon as possible. The person may be required to provide verifiable medical documentation to support such claim. Reasonable accommodations may be made to consider the needs of both persons to resolve the problem as efficiently and effectively as possible. A solution may mean either party is subject to move.

If there is an allergy/animal conflict elsewhere on campus, such as in a classroom, that cannot be resolved between the two parties, then the Office of Disability Services will collaborate on a solution.

D. Responsibilities of Owners Using Service Animals in Housing and on Campus

- A) Annual ODS Registration. Students with disabilities seeking to bring a Service Animal to live in College housing at the College are to register annually with the Office of Disability Services to ensure that appropriate housing may be assigned. If owner chooses to go through the housing lottery, owner should promptly notify ODS of room placement in order to provide notification to other residents of shared housing.
- B) Managing Undue Interference. The Owner is responsible for assuring that the Service Animal does not unduly interfere with the routine activities of the residence or elsewhere on campus and cause difficulties for students or other campus community members. Any issues regarding the owner's failure to control the Service Animal will face proceedings under the College's Code of Conduct, Sections 1(B) (15) and (17).
- C) Up to date Health Statement. In accordance with New York State law, the animal must have a current health statement, including vaccination record, from a licensed veterinarian dated within the past year. Proof of good health must be provided on an annual basis.
- D) Licensure. The animal must meet legal requirements. All licensure requirements of the town of the animal's residence must be met. Proof of such license must be provided to the Office of Disability Services (e.g. – New York law requires that every dog be licensed. Service dogs are exempt from the license fee).
- E) Damages. The owner is financially responsible for any and all damage caused by their Service Animal and must take appropriate precautions to prevent property damage or injury. The cost of care,

arrangements and responsibilities for the well-being of an authorized animal are the sole responsibility of their owner at all times. If a Service Animal damages the assigned residence hall room or other College property, the cost of the damage will be assessed and assigned to the student's account. The owner is responsible for insuring cleanliness and proper care and treatment of the animal and its environment.

- F) Roommate Notification. For students with roommates: Following notice to ODS and the College of a student's intent to bring a Service Animal into College Housing notice will be provided to roommates and/or suitemates. In the event that one or more roommates or suitemates subsequently raise concerns about living with the Service Animal, either the owner and Service Animal or the roommates or suitemates, as determined by the Offices of Disability Services and Residential Life and Housing, may be moved to a different location.
- G) Grooming. The animal must be groomed, and measures taken at all times for flea and odor control. The residence may be inspected for fleas, ticks and other pests once a semester or as needed. If necessary, College approved pest control services will be utilized and the animal owner will be billed for the expense of any necessary pest treatment.
- H) Permitted and Prohibited Campus Access. Service Animals may travel with their owner throughout the campus, except in prohibited areas. The College may prohibit Service Animals in specific locations due to health and safety restrictions and may include, but are not limited to, mechanical rooms, custodial closets, research laboratories, wood and metal shops, rooms with heavy machinery, areas where protective clothing is necessary, areas where there is a danger to the animal, and areas outlined in state law as being inaccessible to animals. Service Animals may be prohibited from labs if the lab supervisor has reason to believe the animal's presence would compromise the environment or if the environment poses a physical danger for the animal.
- I) Leaving Service Animal Unattended on Campus. Service Animals are expected to be in the presence and under the control of the owner at all times. Service Animals may not be left overnight in the care of other students. If the owner leaves the campus for a prolonged period of time, the animal must accompany the owner.
- J) Waste Removal. The owner is required to take the Service Animal, leashed or tethered, off campus for relief. The owner is responsible for removal and proper disposal of the animal's waste. Removal must be immediate. The animal's waste must be removed into a proper receptacle located off-campus. Individuals unable to clean up after their animals or who need assistance should notify Office of Disability Services staff so that alternative arrangements may be agreed upon. If an animal urinates or defecates inside of a building, or in another area that requires cleaning or maintenance, the owner must notify staff, and will be responsible for the cost of such cleaning. Failure to adhere to waste removal protocols above may result in mandatory retraining and may be grounds to remove the animal from campus.
- K) Adherence to College Policies and Procedures. The Owner agrees to continue to abide by all other residential life and other College policies. Reasonable accommodation which may constitute an exception to a policy that otherwise would prohibit having a Service Animal does not constitute an exception to any other policy.

- L) Maintenance of Control by Owner. The Service Animal must be under the control of the owner at all times. Reasonable behavior is expected from Service Animals while on campus. If a Service Animal exhibits unacceptable behavior, the owner may be required to employ appropriate training techniques to correct the situation. Failure to maintain control of the Service Animal at all times may be grounds for removal from campus.

- M) Leash or Tether Requirement. The Service Animal shall have a harness and leash or other tether which connects the animal to the owner unless the disability of the owner would preclude the use such devices or they interfere with the safe performance of the Service Animal's work or tasks. Service Animals are prohibited from food preparation areas, unless it is a kitchen within the owner's assigned residential space. If unable to use a leash or tether due to owner's disability then the owner must maintain control of the animal at all times in another manner.

- N) Lack of Control of Service Animal. If a Service Animal is determined to be out of control, the infraction will be decided on an individual basis. The owner is fully responsible for the actions of the Service Animal at all times. The owner is held to this policy and the College's Code of Conduct in relation to any behavior of the Service Animal. Recreation time with the Service Animal must be conducted off campus. Allowing other students to pet a Service Animal is not permitted as this behavior may be disruptive in classes and to business occurring in campus buildings. Consequences for misconduct may include, but are not limited to, a plan for correction of disruption (e.g. muzzling a barking dog), and refresher training for the animal and owner, or exclusion from College facilities.

- O) Removal from Campus. Any violation of the above rules may result in immediate removal of the Service Animal from the College, pending disciplinary action. The College may remove a Service Animal when the animal poses a direct threat to the health or safety of others, the Service Animal's presence results in a fundamental alteration of the College's program, the owner does not comply with the responsibilities outlined in this policy, or the animal or its presence creates an unmanageable disturbance or interference with the Barnard community. The owner may be directed to remove a Service Animal that is unruly or disruptive (e.g. barking, jumping on people). If the improper behavior happens repeatedly, the owner may be prohibited from bringing the Service Animal into College facilities or events until the owner can demonstrate appropriate steps taken to mitigate such behavior. Any Service Animal that exhibits aggressive or unsafe behavior may be prohibited from College facilities or events.

- P) Removal of Service Animal and Housing Contract Obligations. Should the Service Animal be removed from the premises for any reason, the owner is expected to fulfill her housing obligations for the remainder of the housing contract.

- Q) Other Restrictions. The College reserves the right to place other reasonable conditions or restrictions on the Service Animal depending upon the nature and characteristics of the animal. If an individual feels he or she is unable to comply with any of the requirements contained in the policy she or he should contact a member of the Office of Disability Services staff to address the matter.

E. Requirements for Faculty, Staff, Students, and Other Members of the College Community Regarding Service Animals

A) The student owner of a Service Animal at any College facility or event is expected to maintain appropriate behavior of the animal as follows:

1. Service Animal must not be allowed to initiate contact/approach/sniff people, tables in eating areas, or personal belongings of others.
2. Service Animal must not display behaviors or noises that are disruptive to others, such as barking, growling, or other behavior not a part of the task the Service Animal is trained to conduct.
3. Service Animal must not block an aisle or passageway; impede access to ingress/egress of a facility.
4. Service Animal must be trained not to be attracted to food that may be in common areas.

B) Community Members (other students, staff, faculty, and visitors) are to recognize the working role of Service Animals and adhere to the following:

1. They are to allow a Service Animal to accompany its owner/handler at all times and at all campus locations, except campus locations where animals are prohibited for health and safety reasons.
2. They are not to feed, pet or touch a Service Animal. Service Animals are trained to work for their owner and engaging in any way with the animal can distract them from their working responsibilities.
3. They are not to deliberately startle, tease or otherwise distract a Service Animal.
4. They are not to separate or attempt to separate an owner from their Service Animal.
5. They are not to inquire about details about the owner's disability.
6. In situations where it is not obvious that the dog is a Service Animal, the ADA permits two questions (and only those two questions) to be asked of the owner:

(1) Is the dog a Service Animal required because of a disability?

(2) What work or task is the animal trained to perform?

They are not permitted to ask the student owner to demonstrate the Service Animal's trained tasks or provide evidence of the training.

F. Grievance Procedures

If the decision is made to deny a request or remove a Service Animal, the owner may request an appeal of the determination in writing to the ADA/Section 504 Director Carolyn Corbran. Appeal

requests must state a specific reason for reconsideration. Appeals will be reviewed by an ad hoc committee including relevant personnel. Grievances alleging discrimination on the basis of disability will be overseen by Molree William-Lendor, Title IX Coordinator, Executive Director for Equity. See <https://www.barnard.edu/policy/discriminationprocedures>

III. Support Animals

A Support Animal is a dog or other common domestic animal that provides therapeutic support to an individual with an identified disability. Support Animals may not be brought to College housing without prior approval from ODS. Approved Support Animals are only permitted within the student's on-campus specific housing assignment room. Each request is reviewed on a case-by-case basis and requires advanced documentation as outlined in this policy.

A. Procedures for Approval of Support Animals in College Housing

Incoming residential students must submit their Disability Housing Accommodation Request Form for the accommodation of a Support Animal in college housing to ODS in addition to their initial housing application (by the posted deadlines indicated on the ODS website). The Disability Housing Accommodation Request Form is available on the Office of Disability Services webpage. Existing residential students must submit requests by the deadline posted on the ODS website for the following academic year. Spring semester requests are due no later than November 1st. All requests are subject to review and require current documentation as outlined in this policy. While requests made after the designated deadline will be accepted and considered, there is no guarantee that Barnard will be able to meet late applicants' accommodation request, including any needs that develop during the semester. Requests received outside of the Pre-Lottery Room Selection Request in the Spring Semester are reviewed once a month with the Disability Housing Committee. To make a request, students must contact the ADA/Section 504 Director to conduct a meeting to discuss the request and provide appropriate and timely documentation as outlined in this policy. This policy will be carefully reviewed with the person at that time.

B. Documentation for Support Animal

- A) Requests for a Support Animal in housing require complete documentation to be submitted before review and rendering of a decision and/or recommendation. Documentation must be dated within the last 6 months and detailed documentation requirements are available on Barnard College's Office of Disability Services website at www.barnard.edu/ods. Documentation of the need for a Support Animal should follow the Office of Disability Services guidelines for documentation of disability, and should include the following information:
1. The credentials and contact information of the evaluator(s); ODS will request a signed Release of Information Form from the student to discuss the evaluator's recommendation for the Support Animal by telephone.
 2. A diagnostic statement dated within the last six months identifying the disability; A description of the diagnostic methodology used; A description of the current functional limitations; A description of the expected progression or stability of the disability; A

description of current and past accommodations, services, and/or medications; Statement dated within the last six months on how the Support Animal serves as an accommodation for the verified disability **as a part of the resident's/student's treatment plan**; Statement dated within the last six months on how the need for the Support Animal relates to the ability of the resident/student to use and enjoy the living arrangements provided by the College.

C. Procedures to have Support Animals on Campus in College Housing

The individual approved for a Support Animal accommodation on Campus must:

1. Follow all established College policies (including the Code of Conduct);
2. Register the Approved Support Animal with the Office of Disability Services prior to moving into campus housing each year through applying for a Disability Housing Accommodation each Spring. Student must follow all posted procedures to apply, fill out the Disability Housing Accommodation Request Form, and supply documentation to be reviewed for approval.
3. Students who are not approved by the Office of Disability Services for a Support Animal may not move into campus housing with an animal.
4. Provide documentation at the start of each academic year with proof the animal is licensed (pursuant to applicable laws), vaccinated and in good health, a recent photograph of the animal and owner, description of the animal, and an emergency contact form for the animal.
5. Review and sign appropriate forms at requested at the start of each academic year.
6. Attend a Support Animal Orientation Meeting with the Office of Disability Services and Residential Life Staff.
7. Produce, upon request, of any College Official, the Support Animal Authorization Card provided by ODS and offer name and uni when asked.

D. Conflicting Needs/Health Concerns

The Offices of Disability Services and Residential Life and Housing will make a reasonable effort to notify residents in the room/suite where the Support Animal will be located. Individuals who have medical issues and are affected by animals (e.g., asthma, severe allergies) should contact the Office of Disability Services as soon as possible. The affected person may be required to provide verifiable medical documentation to support such claim. Reasonable accommodations may be made to consider the needs of both persons to resolve the problem as efficiently and effectively as possible.

If there is an allergy/animal conflict within a residence hall that cannot be resolved between the two parties, then the Residential Life and Housing Office and Office of Disability Services will collaborate on a solution.

E. Responsibilities of Owners Using Support Animals in College Housing

- A) Annual ODS Registration. Students with disabilities who are approved for Support Animals at the College must register annually with the Office of Disability Services through applying for a Disability Housing Accommodation. Students who are seeking College residential housing must complete the

appropriate housing request form in addition to submitting their housing application to Residential Life. Students who are approved are required to attend a Support Animal Orientation Meeting with the Office of Disability Services and Residential Life Staff. Failure to attend the Support Animal Orientation Meeting will be considered a violation of this policy.

- B) Managing Undue Interference. The Owner is responsible for assuring that the Approved Animal does not unduly interfere with the routine activities of the residence or cause difficulties for students who reside there.
- C) Up to date Health Statement. The animal must have a health statement, including vaccination record, from a licensed veterinarian dated within the past year. Proof of good health must be provided on an annual basis.
- D) License. The animal must meet legal requirements. All licensure requirements of the town of the animal's residence must be met. Proof of such license must be provided to the Office of Disability Services (e.g. - New York law requires every dog be licensed.)
- E) Damages. The owner is financially responsible for any and all damage caused by their Support Animal and must take appropriate precautions to prevent property damage or injury. The cost of care, arrangements and responsibilities for the well-being of an authorized animal are the sole responsibility of their owner at all times. If a Support Animal damages the assigned residence hall room or any other College property, the cost of the damage will be assessed and assigned to the student's account. The owner is responsible for insuring cleanliness and proper care and treatment of the animal and its environment.
- F) Roommate Notification. For students with roommates: During the evaluation of a student's request to bring a Support Animal into College Housing notice will be provided to roommates and/or suitemates. In the event that one or more roommates or suitemates subsequently raise concerns about living with the animal, either the owner and animal or the roommates or suitemates, as determined by the Offices of Disability Services and Residential Life and Housing, may be moved to a different location.
- G) Grooming. The animal must be well groomed, and measures taken at all times for flea and odor control. The residence may be inspected for fleas, ticks and other pests once a semester or as needed. If necessary, college approved pest control services will be utilized and the animal owner will be billed for the expense of any necessary pest treatment.
- H) Containment in Housing Assignment. Support Animals must be contained within the owner's housing assignment at all times, except when being transported in or out of owner's assigned room in an animal carrier or controlled by leash or harness. Support Animals are not permitted to visit rooms of any other students in College housing or any campus housing common spaces. Support Animals are not permitted anywhere on campus except the assigned room of the owner.
- I) Leaving Support Animal on Campus Overnight. Support Animals may not to be left overnight in campus housing or left to be cared for by another student. If the owner leaves the campus for a prolonged period of time, the animal must accompany the owner.

- J) Waste Removal. The owner is responsible for removal and proper disposal of the animal's waste. Removal must be immediate. The animal's waste must be removed into a proper receptacle located off-campus. Individuals unable to clean up after their animals or who need assistance should notify Office of Disability Services staff so that alternative arrangements may be agreed upon. If an animal urinates or defecates inside of a building, or in another area that requires cleaning or maintenance, the owner must notify staff, and will be responsible for the cost of such cleaning.
- K) Adherence to College Policies and Procedures. The Owner agrees to continue to abide by all other residential and 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.
- L) Maintenance of Control by the Owner. The Support Animal must be under the control of the owner at all times. Reasonable behavior is expected from Support Animals while on campus. If a Support Animal exhibits unacceptable behavior, the owner may be required to employ appropriate training techniques to correct the situation. Failure to maintain control of the Support Animal at all times may be grounds for removal from campus housing.
- M) Leash or Tether Requirement. The Support Animal shall have a harness or other tether and leash which connects the animal to the owner unless the disability of the owner would preclude the use of such devices when outside the owner's room. If unable to use a leash or tether due to owner's disability then the owner must maintain control of the animal at all times in another manner.
- N) Lack of Control. If a Support Animal is determined to be out of control, the infraction will be decided on an individual basis. The owner is fully responsible for the actions of the Support Animal at all times. The owner is held to this policy and the College's Code of Conduct in relation to any behavior caused by the animal. Consequences for misconduct may include, but are not limited to, a plan for correction of disruption (e.g. muzzling a barking dog), and training for the animal and owner, or exclusion from College facilities.
- O) Removal from Campus. Any violation of the above rules may result in immediate removal of the Support Animal from the College, pending disciplinary action. The College may remove an authorized animal when the animal poses a direct threat to the health or safety of others, the animal's presence results in a fundamental alteration of the College's program, the owner does not comply with the responsibilities outlined in this policy, or the animal or its presence creates an unmanageable disturbance or interference with the Barnard community. The owner may be directed to remove a Support Animal that is unruly or disruptive (e.g. barking, jumping on people). If the improper behavior happens repeatedly or if the Support Animal exhibits aggressive or unsafe behavior, it may be prohibited from College housing.
- P) Removal of Support Animal and Housing Contract Obligations. Should the Support Animal be removed from the premises for any reason, the owner is expected to fulfill her housing obligations for the remainder of the housing contract
- Q) Other Restrictions. The College reserves the right to place other reasonable conditions or restrictions on the Support Animal depending upon the nature and characteristics of the animal. If an individual feels he or she is unable to comply with any of the requirements contained in the

policy she or he should contact a member of the Office of Disability Services staff to address the matter.

F. Requirements for Faculty, Staff, Students, and Other Members of the College Community Regarding Support Animals

A) The student owner of a Support Animal in Residence is expected to maintain appropriate behavior of the animal as follows:

1. Support Animal must not be allowed to initiate contact/approach/sniff people, tables in eating areas, or personal belongings of others.
2. Support Animal must not display behaviors or noises that are disruptive to others, such as barking, growling, or jumping on people.
3. Support Animal must not block an aisle or passageway; impede access to ingress/egress of College housing.
4. Support Animal are not permitted in common areas, including but not limited to the Quad area, classrooms, offices, and walking through campus.

B) Community Members (other students, staff, faculty, and visitors) are to recognize the accommodation role of Support Animals and adhere to the following:

1. They are not to take responsibility for a Support Animal from it's owner at any time (including holding a leash or walking a dog for the owner).
2. They are not to feed, pet or touch a Support Animal.
3. They are not to deliberately startle, tease or otherwise distract a Support Animal.
4. They are not to separate or attempt to separate an owner from their Support Animal.
5. They are not to inquire about details about the owner's disability.

G. Grievance Procedures

If the decision is made to deny a request or remove a Support Animal, the owner may request an appeal of the determination in writing to the Office of Disability Services. Appeal requests must state a specific reason for reconsideration. Appeals will be reviewed by an ad hoc committee including relevant personnel. Grievances alleging discrimination on the basis of disability will be overseen by Molree Williams-Lendor, Title IX Coordinator, Executive Director for Equity. See <https://www.barnard.edu/policy/discriminationprocedures>

Contacts: questions or concerns related to Service or Support Animals, or other accommodation information, should be directed to the Office of Disability Services, 212-854-4634.

By my signature below, I verify that I have read, understand and will abide by the guidelines in this policy. I am only to sign the below lines upon request by the Office of Disability Services after being approved for either a Service Animal or Support Animal on Campus.

Student Signature _____

Date _____

Office of Disability Services Signature _____

Date _____

*Residential Life and Housing _____

Date _____

Required Signature for students with Support Animals at ESA Orientation Meeting. Res Life Signature not required for Service Animals.