

General Considerations for Animal Requests

The University enforces a no-pet policy in its residence halls, University-owned apartments, and campus facilities. Exceptions are made for service and assistance animals according to the guidelines outlined below.

I. Definition of Different Animals

Service Animals

The Americans with Disabilities Act (ADA) defines a “service animal” as any dog individually trained to do work or perform tasks for the benefit of an individual with a disability. This includes, but is not limited to, guide dogs for the blind, hearing dogs for the deaf/hard of hearing, and service dogs for people with physical disabilities and seizures disorders. Service dogs are not considered “pets” and are explicitly permitted in “No Pets Allowed” areas under state and federal civil rights laws.

Students who wish to bring service dogs to campus should register with the Accessibility Resources office (in 60 Capen Hall) so that appropriate accommodations can be arranged. While the University reserves the right to inquire that an animal used in campus facilities, or any University at Buffalo housing facilities, is a service animal that falls under protections of federal and state laws, students with service animals are not required to fill out this application, however we do encourage you to please let us know of your intention to have a service animal on campus.

Assistance Animals

An Assistance Animal is a *pet* that is owned by an individual with a disability. An assistance animal is not a service animal and unlike service animals, assistance animals may not need or be permitted to accompany the individual with the disability at all times. The Fair Housing Amendments Act of 1988 protects the right of people with disabilities to keep animals for assistance, even when there is a general “no pets allowed” policy.

II. Reasonable Accommodation Policy for Assistance Animals

With advanced approval, a student with a disability may have an assistance animal in her/his residence hall room or apartment bedspace as a reasonable accommodation. The assistance animal will only be allowed in the individual owner’s residence hall room or apartment and bedspace and not in other buildings on campus. In order to have an assistance animal in the residence halls or apartments, the following is required:

1. For new students, the request for an assistance animal should be made in writing (Using the application at the end of this packet) to the Campus Living office or Accessibility Resource Office at the time of the housing deposit. For continuing students, the request should be made 30 days prior to housing sign-up for the following term.
2. The request must include documentation from a third party clinician (i.e. physician, psychologist, psychiatrist, social worker) who has provided treatment to the student for the disability. The documentation should include:

- a. Evidence of the disability and the DSM or medical diagnosis from a licensed professional related to the use of an assistance animal. This includes:
 - a. the dates of treatment and the date at which the diagnosis was first made;
 - b. the symptoms for which treatment was needed;
 - c. treatments other than use of an assistance animal that have been used for symptom reduction; and
 - d. the date on which the use of an assistance animal was prescribed.
 - b. Evidence of the connection between the diagnosis/symptoms and the use of the assistance animal to treat or manage those symptoms.
 - c. Evidence that the student will not be able to use and enjoy the residence hall/apartments or to participate in the services or programs if the assistance animal is not allowed.
3. The request must include a physical description of the animal, including height, weight and confirmation that the animal is housebroken or confined such that housebreaking is not necessary. Also include any equipment that will be needed for the care of the animal.
 4. The request must include a statement from a qualified Veterinarian that the animal has received all appropriate vaccinations, is in generally good health, and can appropriately reside in a residence life environment without detriment to its health.
 5. New York State law requires all dogs four months old or older to be licensed and have updated rabies vaccinations. It is the owner's responsibility to obtain a proper license for all dogs, before you arrive on campus. Proof of license must be presented to the Housing Operations Office before your dog arrives on campus. Cats and other animals are not required to be licensed by New York State. Owners can license their dog in their hometown or through the town of Amherst. For information on getting your dog licensed by the town of Amherst, see their [website](#).
 6. The presence of an assistance animal cannot unduly interfere with the enjoyment of campus living facilities by roommates, suitemates and/or members of the University community. To the extent possible, Campus Living will work with students in order to identify options that will allow for the presence of the assistance animal while maintaining suitable living facilities for others.

Once the request is submitted, in writing, it will be reviewed and you will be notified in advance of moving into a residence hall room or apartment space regarding the status of the application.

III. Requirements of Owners of Assistance Animals

Individuals with disabilities using assistance animals are responsible for their animals at all times and must comply with the following requirements:

- The owner must have completed the requirements outlined in this procedure and have received the written authorization to have an animal in the residence hall room.
- The owner must supply all materials necessary for the care of the animal.

- The animal must wear a leash, collar, cape, harness, backpack or other appropriate visible identification that identifies in writing that the animal is an assistance animal. In the case of contained animal, such designation should be labeled on the container.
- The owner of the animal must be in full control of the animal at all times.
- The owner must ensure that the animal, if appropriate, is on a leash at all times.
- The owner must take responsibility for the behavior of the animal in private and public places, and for due care and diligence in the use of the animal on campus.
- The owner is responsible for any property damage caused by the animal.
- The owner must clean up after the animal, including the sanitary disposal of animal wastes.
- Use of animal shall not constitute a direct threat to the health and safety of others.
- The owner is responsible for the health of the animal.

The University reserves the right to enforce all relevant rules for the use of such animals through the terms and conditions of the campus living housing agreement and applicable state and federal laws. The University also reserves the right to revoke permission granted for the campus presence of any assistance support animal whose owner fails to follow the requirements set forth in this procedure.

IV. Submission Instructions and Review Process

All application information should be submitted by the requester as a single packet to Campus Living Housing Operations Office. Please do not have Clinicians or Veterinarians send information directly to Campus Living. For application packet to be considered complete, the following items must be included:

- Section 1: Completed by Requester
- Section 2: Completed by Medical/Mental Health Provider
- Section 3: Completed by Veterinarian

Application packets should be **returned to:**

Campus Living
Housing Operations Office
267-C Fargo Quadrangle
Buffalo, NY 14261-0050

Email: campusliving@buffalo.edu
Phone: 716-645-2171
Fax: 716-645-3968

- All applications will be reviewed by a committee and the requester will be contacted by email regarding the decision.
- Please note that it may take up to four weeks from the time of submission for applications to be reviewed and decisions to be made.
- No assistance animal may enter a housing facility until written approval has been granted.
- Early submission is critical with Campus Living in order for the committee to fairly assess your needs and identify reasonable housing accommodation availability.
- For applications submitted shortly before move-in or during the academic year, please note that the requester is not permitted to bring their requested assistance animal into on-campus housing without written approval from the Campus Living Housing Operations Office.

Application for Requesting a Medically Required Assistance Animal

(Note: Students with service animals, as defined in Section 1, are not required to fill out this application)

This section must be completed by the Requester

Student Name: _____

Person Number: _____

Animal User/Owner's name (if different from student): _____

Student Email Address: _____ @buffalo.edu

Student Phone # _____

Student Permanent Address: _____

Housing Assignment Information: (If you are currently assigned, please list your building and room. The need for an assistance animal and a room type accommodation are not the same. If you require a specific room type, please insure that you have submitted the required request.)

Building: _____ **Room:** _____

Type of Animal:

Dog: _____ Color: _____ Breed: _____ Weight: _____ Height: _____

Cat: _____ Color: _____ Weight: _____ Height: _____

Other: _____ Color: _____ Weight: _____ Height: _____

Animals Name: _____

Please be sure to read Requirements of Owners of Assistance Animals outlined in Part A of this packet. Sign below to indicate you understand and will follow University policy as it pertains to assistance animals.

Animal User's/Student Signature: _____ **Date:** _____

Animal User's/Student Print Name: _____

Application for Requesting a Medically Required Assistance Animal

This section must be completed by the licensed Medical/Mental Health Professional

Student Name: _____

Person Number: _____

1. Date at which the diagnosis was first made?

2. Symptoms for which treatment was needed?

3. How long have you been working with this student regarding this diagnosis?

4. What treatments other than the use of an assistance animal have been used for symptom reduction?

5. Evidence of the connection between the diagnosis/symptoms and the need for an assistance animal.

6. If this request is not approved, can you recommend any alternate accommodations?

Please provide contact information, sign and date this questionnaire and return to the student.

Contact Information:

Name: _____

Address: _____

Fax and/or Email Address: _____

Telephone Number: _____

Professional Signature: _____

License Number: _____

Date: _____

The student should submit this form to:

Campus Living- Housing Operations Office
267-C Fargo Quadrangle
Buffalo, NY 14261-0050
Fax: 716-645-3968
Email: campusliving@buffalo.edu

Application for Requesting a Medically Required Assistance Animal

This section must be completed by the licensed Veterinarian

Student Name: _____

Person Number: _____

Animal Information:

1. The requested animal is housebroken or confined as such that housebreaking is not necessary.
(Please, circle one).
☐ YES
☐ NO, please provide more information

2. The requested animal has received all appropriate vaccinations.
(Please, circle one). Appropriate vaccination records must be attached.
☐ YES
☐ NO, please provide more information

3. The requested animal is spayed/neutered, if applicable.
(Please, circle one).
☐ YES
☐ NO, please provide more information

4. The requested animal is in generally good health.
☐ YES
☐ NO, please provide more information

5. Please list equipment that will be needed for the care of this animal.

6. Within our on-campus housing, we have various size rooms ranging from a 1-person single to a 4-person quad. This animal may be placed in any of those size rooms, with or without roommates, based on the assignment of the student; regardless of the room size, each room has approximately 100 square foot of space per resident. For more details on UB housing options, please visit: buffalo.edu/campusliving

Based on your assessment of this animal and caretaker, do you feel the requested animal can appropriately reside in the described on-campus environment without detriment to the animals health.

☐ YES, I feel the requested animal will successfully be able to live in a residence hall environment.

☐ NO, please provide more information.

7. The requested animal does not exhibit behaviors that could unduly interfere with the enjoyment of campus living facilities by roommates, suitemates and/or members of the University community.

☐ YES

☐ NO, please provide more information.

Please provide contact information, sign and date this questionnaire and return to the student.

Contact Information:

Name: _____

Address: _____

Fax and/or Email Address: _____

Telephone Number: _____

Professional Signature: _____ **Date:** _____

The student should submit this form to:

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