

Emotional Support Animal Policy

Hampden-Sydney College has established the following policies and procedures to provide guidance in making decisions regarding the presence of emotional support animals on campus. The College complies with all applicable provisions of the Fair Housing Act and is dedicated to making reasonable accommodations to afford students with disabilities equal opportunity to have full enjoyment and use of the college-owned and managed housing. This policy documents the guidelines students who maintain emotional support animals in college-owned and managed housing are expected to follow in order to be approved for and allowed to have an emotional support animal in the residence. This policy addresses only the approval process for emotional support animals, no matter whether the animal is classified as a mammal, fowl, amphibian (frog, toad, salamander, etc.), reptile, fish, bird, or other creature.

Hampden-Sydney College residence halls are pet-free buildings, meaning that pets are not allowed on campus. *Any animal not approved as an emotional support animal or a service animal is considered to be a pet.* Any animal found on campus that has not been approved as either a Service Animal or an Emotional Support Animal must be removed from the campus within 48 hours. If the animal is not removed within that time period, Campus Police will be notified. Campus Police will then contact Prince Edward County Animal Control and request the animal be removed from the campus. Any costs associated with the animal being placed in the custody of Animal Control is the sole responsibility of the student owner.

Hampden-Sydney College is required to follow applicable guidelines under the Code of Virginia, as it relates to animals. Please see the definitions below:

Section 1: Definitions - Code of Virginia

The following relevant definitions are quoted in their entirety directly from the Code of Virginia (Title 3.2-6500) and apply to Emotional Support Animals on the Hampden-Sydney College campus:

- 1) "Abandon" means to desert, forsake, or absolutely give up an animal without having secured another owner or custodian for the animal or by failing to provide the elements of basic care as set for in Section 3.2-6503 for a period of five consecutive days.

- 2) "Adequate care" or "care" means the responsible practice of good animal husbandry, handling, production, management, confinement, feeding, watering, protection, shelter, transportation, treatment, and when necessary, euthanasia, appropriate for the age, species, condition, size and type of animal and the provision of veterinary care when needed to prevent suffering or impairment of health.

- 3) "Adequate exercise" or "exercise" means the opportunity for the animal to move sufficiently to maintain normal muscle tone and mass for the age, species, size, and condition of the animal.

- 4) "Adequate feed" means access to and the provision of food that is of sufficient quantity and nutritive value to maintain each animal in good health; is accessible to each animal; is prepared so as to permit ease of consumption for the age, species, condition, size and type of each animal; is provided in a clean and sanitary manner; is placed so as to minimize contamination by excrement and pests; and is provided at suitable intervals for the species, age, and condition of the animal, but at least once daily, except as prescribed

by a veterinarian or as dictated by naturally occurring states of hibernation or fasting normal for the species.

5) "Adequate shelter" means the provision of and access to shelter that is suitable for the species, age, condition, size, and type of each animal; provides adequate space for each animal; is safe and protects each animal from injury, rain, sleet, snow, hail, direct sunlight, the adverse effects of heat or cold, physical suffering, and impairment of health; is properly lighted; is properly cleaned; enables each animal to be clean and dry, except when detrimental to the species; and, for dogs and cats, provides a solid surface, resting platform, pad, floor mat, or similar device that is large enough for the animal to lie on in a normal manner and can be maintained in a sanitary manner. Under this chapter, shelters whose wire, grid, or slat floors: (i) permit the animals' feet to pass through the openings; (ii) sag under the animals' weight; or (iii) otherwise do not protect the animals' feet or toes from injury are not adequate shelter.

6) "Adequate space" means sufficient space to allow each animal to: (i) easily stand, sit, lie, turn about, and make all other normal body movements in a comfortable, normal position for the animal; and (ii) interact safely with other animals in the enclosure. When an animal is tethered, "adequate space" means a tether that permits the above actions and is appropriate to the age and size of the animal; is attached to the animal by a properly applied collar, halter, or harness configured so as to protect the animal from injury and prevent the animal or tether from becoming entangled with other objects or animals, or from extending over an object or edge that could result in the strangulation or injury of the animal; and is at least three times the length of the animal, as measured from the tip of its nose to the base of its tail, except when the animal is being walked on a leash or is attached by a tether to a lead line. When freedom of movement would endanger the animal, temporarily and appropriately restricting movement of the animal according to

professionally accepted standards for the species is considered provision of adequate space.

7) "Adequate water" means provision of and access to clean, fresh, potable water of a drinkable temperature that is provided in a suitable manner, in sufficient volume, and at suitable intervals appropriate for the weather and temperature, to maintain normal hydration for the age, species, condition, size and type of each animal, except as prescribed by a veterinarian or as dictated by naturally occurring states of hibernation or fasting normal for the species; and is provided in clean, durable receptacles that are accessible to each animal and are placed so as to minimize contamination of the water by excrement and pests or an alternative source of hydration consistent with generally accepted husbandry practices.

8) "Ambient temperature" means the temperature surrounding the animal.

9) "Collar" means a well-fitted device, appropriate to the age and size of the animal, attached to the animal's neck in such a way as to prevent trauma or injury to the animal.

10) "Direct and immediate threat" means any clear and imminent danger to an animal's health, safety, or life.

11) "Dump" means to knowingly desert, forsake, or absolutely give up without having secured another owner or custodian any dog, cat, or other companion animal in any public place including right-of-way of any public highway, road, or street on the property of another.

12) "Emergency veterinary treatment" means veterinary treatment to stabilize a life-threatening condition, alleviate suffering, prevent further disease transmission, or prevent further disease progression.

13) "Enclosure" means a structure used to house or restrict animals from running at large.

14) "Euthanasia" means the humane destruction of an animal accomplished by a method that involves instantaneous unconsciousness and immediate death or by a method that involves anesthesia, produced by an agent that causes painless loss of consciousness, and death during such loss of consciousness.

15) "Owner" means any person who: (i) has a right of property in an animal; (ii) keeps or harbors an animal; (iii) has an animal in his care; or (iv) acts as a custodian of an animal.

16) "Primary enclosure" means any structure used to immediately restrict an animal or animals to a limited amount of space, such as a room, pen, cage, compartment, or hutch. For tethered animals, the term includes the shelter and the area within reach of the tether.

17) "Properly cleaned" means that carcasses, debris, food waste, and excrement are removed from the primary enclosure with sufficient frequency to minimize the animals' contact with the above-mentioned contaminants; the primary enclosure is sanitized with sufficient frequency to minimize odors and

the hazards of disease; and the primary enclosure is cleaned so as to prevent the animals confined therein from being directly or indirectly sprayed with the stream of water, or directly or indirectly exposed to hazardous chemicals or disinfectants.

18) "Sanitize" means to make physically clean and to remove and destroy, to a practical minimum, agents injurious to health.

19) "Sterilize" or "sterilization" means a surgical or chemical procedure performed by a licensed veterinarian that renders a dog or cat permanently incapable of reproducing.

20) "Treatment" or "adequate treatment" means the responsible handling or transportation of animals in the person's ownership, custody or charge appropriate for the age, species, condition, size and type of animal.

21) "Veterinary treatment" means treatment by or on the order of a licensed veterinarian.

22) "Weaned" means that an animal is capable of and physiologically accustomed to ingestion of solid food or food customary for the adult of the species, and has ingested such food, without nursing, for a period of at least five days.

Per the Code of Virginia, the student owner of an emotional support animal is expected to provide the following for his animal:

- 1) Adequate feed;
- 2) Adequate water;
- 3) Adequate shelter that is properly cleaned;

- 4) Adequate space in the primary enclosure for the particular type of animal depending upon its age, size, species, and weight;
- 5) Adequate exercise;
- 6) Adequate care, treatment, and transportation; and
- 7) Veterinary care when needed to prevent suffering or disease transmission.

Other Definitions:

Emotional Support Animal - a companion animal, typically, but not limited to, a dog or cat, which provides a therapeutic benefit to alleviate or mitigate one or more symptoms of a mental or psychiatric disability. The animal provides support, well-being, comfort, aid, or a calming influence. Because they are not trained to perform work or other service tasks, emotional support animals are not service animals. Their purpose is to provide therapeutic support. Students requesting multiple emotional support animals are expected to provide documentation from a designated medical professional as to the need for multiple animals and how each support animal alleviates one or more symptoms of the disability.

Pet - any animal kept for companionship. Pets are not permitted in any college owned or maintained housing.

Student Owner - the student who has requested and obtained approval to have an emotional support animal on campus. The student owner is responsible for the animal at all times.

Section 2: Housing Policy and Emotional Support Animals

A. Emotional Support Animals may not be brought into College owned or managed housing without approval from the **Title IX/504** Office. Failure to comply with this policy will result in the student owner being required to remove the animal within 48 hours. Failure to comply with a request for the animal to be removed from College owned or managed housing will result in a Code of Conduct violation. In addition, Campus Police will be notified and will contact animal control and request the animal be removed. Only weaned animals are allowed as emotional support animals. Weaned animals are able to eat and drink on their own and are at least eight (8) weeks old.

B. Emotional support animals are not permitted in any College owned or managed buildings other than the student owner's assigned residence hall, including, but not limited to the following areas: library, academic buildings, study rooms, classrooms, lounges, common areas, computer or research labs, student center, dining hall, custodial closets, and faculty and staff offices. Emotional support animals are restricted to the student owner's assigned residence (room), the hallways leading to and from the student owner's room, and in outdoor spaces in and around the student owner's assigned dorm for toileting and exercise. At no time should an emotional support animal be allowed to roam freely on College owned or maintained property. **To report a violation, please call 434-223-6667.** This number is available 24 hours per day/7 days per week. If there is no answer at this telephone number, please contact Campus Police at 434-223-6164. If unable to reach Campus Police, contact the designated RA for further assistance. In an emergency situation, in which the student owner has been unable to reach 434-223-6667 or Campus Police, the Town of Farmville Police Department should be contacted. Call 434-392-9259 Monday through Friday from 8:00 A.M. until 5:00 P.M. The 24-hour Dispatch number is 434-392-3332.

C. Animals that pose a direct threat to the health and/or safety of others will not be allowed to remain on property owned by or managed by the College.

Section 3: The Process for Requesting an Emotional Support Animal

- 1) Any student requesting an emotional support animal must begin by completing a **Request for Academic Accommodation form**. The student must indicate how the emotional support animal will aid the student's well-being.

- 2) Students requesting an emotional support animal must provide documentation from a LPC (Licensed Professional Counselor), LCSW (Licensed Clinical Social Worker), licensed clinical psychologist, psychiatrist, or other medical doctor who is not related to the student, on letterhead paper or stationary and must include the following information:
 - a) The nature of the student's mental health, substance abuse, or co-occurring disorder including the DSM-5 diagnosis;
 - b) The length of time the provider has been working with the student;
 - c) Whether the animal is specifically prescribed as part of the treatment for the student;
 - d) Symptoms that will be reduced by having the emotional support animal; and
 - e) Signature of the provider and his/her license number. Students who do not provide the required information can expect a delay in the decision-making process until such time as the required information is submitted.

- 3) Upon receipt of the above information, the request will be forwarded to an independent consultant for review.
- 4) Once approved, it is the student owner's responsibility to obtain signatures on the Roommate/Suitemate Acknowledgement of Service Animal or Emotional Support Animal form.
- 5) If the roommate, apartment mate, or housemate is allergic to the emotional support animal or is not in agreement with the animal living in the house, the student owner will be moved to another living area. The student owner must obtain signatures on the Roommate/Suitemate Acknowledgement of Service Animal or Emotional Support Animal form each time he moves to another location within College owned or maintained housing.
- 6) The student owner may request use of an ESA Notification Sign to alert others that an emotional support animal is present in the room. Although it is not a requirement, the College encourages this practice for safety reasons as Buildings and Grounds staff members routinely service the dormitories. The notification sign should be placed either on your room door or below the light switch as you enter the room.
- 7) The Associate Dean of Students for Housing and Residence Life, Campus Police, the Director of the Physical Plant, the Supervisor of Housekeeping, and the appropriate Resident Director and Resident Advisor will be notified of approved emotional support animals.

Section 4: Standards for Approved Emotional Support Animals

Dogs:

- Per Virginia law Sec. 10-60, it is illegal for any person to own a dog age four months or older unless the animal "has been inoculated or

vaccinated for rabies by a duly licensed veterinarian or licensed veterinary technician who is under the immediate and direct supervision of a licensed veterinarian on the premises". Therefore, the student will need to provide documentation to the **Title IX/504 Office** that any puppy or dog four (4) months of age or older has been vaccinated. (Note: Any dog age four months or older who has not been vaccinated for rabies is subject to being impounded in the Prince Edward County Animal Shelter for a period of up to 5 days. The animal will not be released to the owner until he/she presents evidence of rabies vaccination.)

- Per Virginia law, all dogs must have a dog license. Proof of the license must be presented to the **Title IX/504 Office**. The dog must wear a collar displaying the license, per Section 10-58 of the Code of Virginia.
- Dogs are not required to be spayed or neutered. However, female dogs not spayed will be required to wear a diaper while in heat. Dogs not spayed or neutered often cause a disruption in the residence due to excessive barking or whining. The College reserves the right to request the animal be removed from the premises within 48 hours should the animal cause a disruption in the residence. (See Section 11 for the appeals process.)
- Per Sec. 10-41 of the Code of Virginia, it is illegal for the owner of any dog with a contagious disease to permit the animal to stray from his premises. It is also illegal for the owner of a female dog to permit the animal to stray from his premises when the dog is in season (heat).
- Dogs having been classified as Vicious Animals under Virginia Code 3.2 - 6540 are not allowed on campus, including the residence halls. A "vicious dog" is a canine or canine crossbreed that has either killed or inflicted serious injury to a person. Dogs who have killed a companion animal (dog or cat) are also considered to be vicious animals under Virginia law.
- Dogs must be immunized against disease(s) common to that breed and should have a clean bill of health from a licensed veterinarian. Documentation should be submitted to the **Title IX/504 Office** and will be placed in the student owner's file.
- Female dogs used as emotional support animals should not be used for breeding. If the dog becomes pregnant, the dog and puppies must be removed from College owned or maintained property. Failure to do will

result in Campus Police being notified of the violation. Campus Police will then contact animal control and request the animals be removed. Any costs associated with this action will be the responsibility of the student owner. (See Section 11 for the appeals process.)

- The student owner is responsible for maintaining a clean and odor-free room.

Cats:

- Per Virginia law Sec. 10-60, it is illegal for any person to own a cat age four months or older unless the animal "has been inoculated vaccinated against rabies by a duly licensed veterinarian or licensed veterinary technician who is under the immediate and direct supervision of a licensed veterinarian on the premises". Therefore, the student will need to provide documentation to the **Title IX/504 Office** that any kitten or cat four (4) months of age or older has been vaccinated. (Note: Any kitten or cat age four months or older who has not been vaccinated for rabies is subject to being impounded in the Prince Edward County Animal Shelter for a period of up to 5 days. The animal will not be released to the owner until he/she presents evidence of rabies vaccination.)
- Cats are not required to be spayed or neutered. However, cats not spayed or neutered often cause a disruption in the residence due to yowling or excessive meowing. Male cats not neutered will spray. The College reserves the right to request the animal be removed from the premises within 48 hours should the animal cause a disruption in or damages the residence.
- The student owner is responsible for maintaining a clean and odor-free room.
- Cats and kittens must be immunized against disease(s) common to that breed and should have a clean bill of health from a licensed veterinarian. Documentation should be submitted to the **Title IX/504 Office** and will be placed in the student owner's file.
- Female cats used as emotional support animals should not be used for breeding. A female cat who has kittens must be removed from College owned or maintained property. Failure to do so will result in Campus

Police being notified of the violation. Campus Police will then contact (See Section 11 for the appeals process.)

Other Animals:

Dangerous, poisonous, oversized, and/or illegal animals are not permitted in College owned or maintained housing. ESA requests for multiple animals or animals other than one dog, cat, hamster, chinchilla, ferret, white mouse, rabbit, bird, and fish, including, but not limited to, mollusks, goats, bees, spiders, lizards, geckos, cockatoos, poultry, fowl, mammals, exotic animals not illegal under Virginia law, rodents and reptiles, are made on a case-by-case basis. They must be immunized against disease(s) common to that species, as applicable. Reptiles, such as turtles, often carry diseases that are harmful to people. Any species known to pose an infection risk to humans will not be considered as an emotional support animal.

Female animals other than dogs and cats who are approved as Emotional Support Animals should not be bred while on college owned or maintained property. Should the female become pregnant, the animal must be removed from college grounds. Failure to do so will result in a notification to Campus Police, who will then contact Prince Edward County Animal Control and request the animal be removed.

Section 5: Student Owner Responsibility

Care and Supervision:

- 1) The care and supervision of the animal is the sole responsibility of the person who benefits from the animal's use (i.e., the student owner);

- 2) The student owner is required to maintain control of the animal at all times. For the safety of other people and the emotional support animal, dogs and other large emotional support animals must be walked on a leash. Cats taken outside must remain in a carrier unless trained to walk on a leash;

- 3) Emotional support animals are limited to the assigned living space (room) of the owner except when exiting or entering the student's assigned residence. The animal is not allowed in the bathrooms, laundry facilities, lounges, hallways (except when entering or exiting the residence), study rooms, common areas, or any other area of the residence hall other than as noted above;

- 4) Emotional support animals may not pose a direct threat to the health and safety of any person or other animals, cause physical damage to college owned or maintained property, or fundamentally alter the nature of College operations;

- 5) Emotional support animals must have enough space within the student owner's assigned living quarters appropriate to the size of the animal;

- 6) Emotional support animals must be confined in a cage or tank, as appropriate to the species, when the student owner is not in his assigned room space. If caged, Virginia law requires the animal have enough space in the cage so as to move or lie down freely;

7) Emotional support animals may not be left overnight in College housing when the student is not present, nor may they be left in the care of another person or fellow student. Student owners who leave campus overnight are expected to take the animal with them or board their emotional support animal in a kennel, veterinary hospital, or with a private sitter. A Resource Section is provided at the end of this policy for your convenience;

8) Should a student owner not be able to care for the emotional support animal, both the Disability Services Coordinator and the Director of Residence Life should be notified immediately. The student handler will be responsible for ensuring the animal is removed to an animal shelter, parental/guardian home, or kennel;

9) The student owner is responsible for notifying the **Title IX/504 Office** if the emotional support animal is taken home and will not be returning to the College or is being replaced with another emotional support animal;

10) Emotional support animals should only be fed food appropriate to the species;

11) At no time should an emotional support animal be given alcohol products, illegal substances, or drugs not prescribed for the animal;

12) Animals need food and water daily. Feeding must take place in the student owner's room. Student owners should always ensure their animal has a bowl of water available. Food and water dishes should be kept clean. The

frequency with which food dishes are cleaned is dependent on whether the student owner feeds dry or canned food. If canned food is used, the College recommends the food bowl be washed daily.

13) Food should be kept in a closed container or bag to maintain freshness.

14) Hampden-Sydney College does not provide food, bottled water (student owners may use water fountains or sinks to water their animal), litter boxes, training pads, kennels, "pooper scoopers", animal diapers, trash bags, or any other supplies or equipment the emotional support animal may need. Neither does the College provide prescription medications for emotional support animals;

15) Regular and routine cleaning of floors, kennels, cages, litter boxes, aquariums, etc. must occur. Animals using litter boxes tend to track litter. Hampden-Sydney College recommends using a litter mat under the litter box or vacuuming to remove the litter for the comfort of the animal. Animal odor emanating from the residence hall room or apartment is not acceptable;

16) Emotional support animals are not allowed to disrupt others. Examples of disruptive behavior includes growling, yowling, howling, excessive barking or meowing such as when an animal is in "heat", etc.

Section 6: Animal Cleanliness

1) Student owners with cats must properly maintain the litter box. To properly maintain a litter box, the student owner is expected to clean waste products (urine and feces) at least twice daily. In consideration of the other occupants of the residence hall, house, or apartment, litter box contents should be changed at least once a week. Waste should either be taken to the dumpster outside the student owner's residence hall or placed in one of the roller trash cans for disposal. At no time should waste products or animal food that is being disposed of be left in the student owner's room or in any communal hall trash can. The waste (used litter, uneaten food, animal feces, vomit, paper towels used to wipe up waste and food products) must be placed in a garbage bag that is securely tied prior to placement in any trash can or receptacle;

2) Student owners with dogs are expected to walk the animal as needed. The student owner is responsible for using a pooper scooper or similar device and garbage bag to properly contain and dispose of the waste. Waste should be taken to an outside dumpster and not left in the student owner's room or any communal hall trash can;

3) Student owners with birds are expected to clean the cage at least twice weekly in order to reduce odors. Student owners who have hamsters, chinchillas, ferrets, or similar animals are expected to thoroughly clean the animal's living area at least twice weekly in order to reduce odors;

4) Animal accidents within College owned or maintained housing must be cleaned up promptly. Buildings and Grounds staff are not responsible for cleaning animal waste or vomit. Neither should college owned equipment be used to clean or vacuum litter, shavings, animal waste, food, fur, hairballs, or any other animal waste or discharges;

5) Flea and tick medications are recommended for the safety and comfort of the animal. When using flea and/or tick medications, the student owner is expected to follow veterinarian directions for the animal's age and weight. Any flea infestation should be reported to the Director of Residence Life. It is the student owner's responsibility to pay the cost of extermination services required because of inadequate or lack of flea and tick treatment. Please use caution in administering flea and tick medications to ensure you have the proper medication for the size, species, and age of the animal.

Section 7: Financial Responsibility

1) The student owner of an emotional support animal is responsible for paying the cost of any property damage the animal causes. This includes, but is not limited to, the cost of replacing furniture, re-painting and/or patching walls, cleaning or replacing carpet and/or wallpaper, the cost of a professional cleaning service and/or exterminator, etc.

2) Should the student owner's emotional support animal bite or otherwise attack any person, the student owner will be responsible for paying the cost of the victim's medical bills.

3) The student owner is responsible for the cost of food and any supplies needed to support the maintenance of the emotional support animal.

Section 8: Animal Removal

Grounds for removal of an emotional support animal include, but are not limited to:

- The emotional support animal causes or threatens harm to an individual or another animal on campus;
- The emotional support animal causes excessive noise or disruption;
- The emotional support animal cause damage to either College property or the property of other residents;
- The student owner fails to maintain control of the emotional support animal;
- The student owner fails to properly care for and maintain the emotional support animal, including lack of hygiene and/or grooming, failure to feed and water the emotional support animal, or leaving the emotional support animal for extended periods of time, including failure to make arrangements for the care of the emotional support animal when the student owner is away from campus overnight. An emotional support animal who poses a risk to others must be removed immediately. In all other circumstances, the student owner must remove the emotional support animal within 48 hours. (See Section 9 for the Appeals Process.)

Section 9: Death of a Service or Emotional Support Animal

Virginia Code 10-20 requires "the owner of any companion animal which has died from disease or other cause shall forthwith cremate or bury or sanitarily dispose of the companion animal". Hampden-Sydney College does not allow service or emotional support animals to be buried on campus property.

Section 10: School Breaks

It is the student's responsibility to make arrangements for the care of the Emotional Support Animal during all break periods during which college is not in session. That includes Fall Break, Winter Break, Spring Break and Summer Break. Any animal left in the student's dorm or room will be considered an abandoned animal. The emergency contact will be contacted to take control of the animal. If that person is not able or willing to do so, Prince Edward Animal Control will be called to take possession of the animal.

Section 11: Appeals

Student owners do have the right to appeal a decision requiring removal of an emotional support animal. Pending the appeal, the animal must be removed from the campus. If the animal is not removed from the campus, College Security will be notified. Campus Police will notify Prince Edward County Animal Control and request that the animal be removed and placed in the Animal Shelter. Any costs incurred for housing, food, etc. is the responsibility of the student owner. The animal can be placed with the emergency contact person, or with a provider of choice. The final section of this policy includes provider resources the student owner may use to house his animal. Hampden-Sydney College does not endorse any of the provider resources, but offers this option as a courtesy to the student owner. The student owner is responsible for asking the necessary questions of the provider to ensure the provider meets his needs. The appeal will be heard by the Emotional Support Animal Appeals Committee. Committee members are as follows:

Dean of Students (Committee Chairman)
Supervisor of Housekeeping
Disability Services Coordinator

Director of Physical Plant
Director of the Wellness Center
Associate Dean of Students for Housing and Residence Life (non-voting member)

The student owner may use the form included in this policy guide to appeal removal of the emotional support animal. Appeals will be heard within 5 (five) business days and the student will be notified of the decision in writing. The appeal form should be submitted to **Melissa Wood in the Title IX/504 Office**. The decision of the Student Emotional Support Animal Committee may be appealed to the Student Affairs Committee.

Section 12: Violations of the Emotional Support Animal Policy

- 1) All members of the Hampden-Sydney College community, including faculty, staff, resident assistants, and resident directors, are expected to report known violations of the Emotional Support Animal policy;

- 2) Violations should be reported to the following number: 434-223-6667. This number is available 24 hours per day, seven days per week. Violations may also be reported to Campus Police at 434-223-6164 or to the appropriate RA.

- 3) The on-call staff member will be responsible for completing an Incident Report that will be forwarded to the Supervisor of Housekeeping and the Director of Physical Plant;

4) All violations will be heard by the Student Emotional Support Animal Committee;

5) The decision of the Student Emotional Support Animal Committee may be appealed to the Student Affairs Committee.

Section 13: Reciprocity Agreements

Hampden-Sydney College recognizes that students from neighboring colleges and universities will be visiting the campus, and that some of those visiting students may be approved to have an emotional support animal. However, Hampden-Sydney College does not allow emotional support animals approved by other colleges or universities to be housed on Hampden-Sydney College property.

Section 14: Airline Policies and Emotional Support Animals

Students planning to use an airline to transport their emotional support animal are advised to contact the airline they are using at least 48 hours in advance of their travel plans to alert the airline that an emotional support animal will be accompanying them. You may also request pre-boarding, if available.

Department of Transportation guidelines require documentation for emotional support animals. Part 382 allow airlines to request documentation that is no

more than one-year-old verifying the animal is used as an Emotional Support Animal. Documentation must be on letterhead paper and include:

- a) Verification that the passenger has a mental health-related disability;
- b) And that having the animal accompany the passenger is necessary to that person's mental health or treatment;
- c) Documentation that the person providing the assessment is a licensed mental health professional and the passenger is under his/her care.

Without adequate documentation, the airline is not required to allow the animal to remain in the cabin with the owner.

Emotional support animals that display aggression or cause a significant disruption will not be allowed in the cabin area. Airlines are not required to transport unusual animals, which include snakes, spiders, ferrets, rodents, and other reptiles, as these are considered to be dangerous animals.

Section 15: Bus Travel

Greyhound does not allow emotional support animals the ride "on any Greyhound bus, either in the cabin with the passengers or below the bus in the storage compartment".

Trailways is comprised of privately owned or independently operated bus companies. To inquire as to their policy regarding travel with an ESA, please contact the Headquarters Office at:

3554 Chain Bridge Road; Suite 202
Fairfax, VA 22030
703-691-3052
Services@trailways.com

Section 16: Train Travel

Amtrak considers Emotional Support Animals to be pets. The following routes are pet friendly:

East:

Capitol Limited
Carolinian
Cardinal
Crescent
Lake Shore Limited
Piedmont
Palmetto
Silver Star
Silver Meteor

Midwest:

California Zephyr
Capitol Limited
Cardinal
Empire Builder
Heartland Flyer
Hiawatha
Hoosier State
Carl Sandburg
Illinois Zephyr
Illini
Saluki
Pere Marquette
Wolverine
Blue Water
Lake Shore Limited
Missouri River runner

West:

Amtrak Cascades (excluding Canada)
California Zephyr
Coast Starlight
Southwest Chief
Sunset Limited
Texas Eagle

Northeast:

Aceia Express (weekends and holidays only)
Adirondack (excluding Canada)
Downeaster City of New Orleans
Empire Service
Ethan Allen Express
Maple Leaf (excluding Canada)
Northeast Regional
Vermont

Southwest Chief
Texas Eagle

PET RESERVATIONS ARE ON A FIRST-COME, FIRST SERVED BASIS and are restricted to Coach Class only. The pet fare fee is \$25.00 per travel segment. If service is disrupted, Amtrak will make a reasonable effort to seek out pet friendly hotel accommodations. Pets must be in an approved carrier.

Amtrak-Approved Carriers:

Due to space restrictions, the maximum size for a pet carrier is 19" long x 14" wide x 10.5" high. The maximum weight of the pet in the carrier is 20 pounds, so large animals are not allowed on Amtrak. The carrier may be hard-or-soft sided, but must be leak-proof and well ventilated. The animal must be able to sit and lie down without touching the sides of the carrier. The pet carrier is considered to be carry-on baggage.

Amtrak requires the pet to travel with the owner. The animal "must be at least eight weeks old and be odorless, harmless, not disruptive and require no attention during travel". You must check-in at least 30 minutes in advance during "each leg of travel".

Section 17: Travel on Ferries:

Pets in carriers are often allowed on ferries, but must be caged or leashed. If you are traveling by ferry, please contact the appropriate ferry, Port Authority, or Department of Transportation for specific regulations.

Section 18: Procedures for Returning Students with Prior Authorization for an Emotional Support Animal

Students who received approval for an emotional support animal to be on campus during a previous semester need only provide the following information in order to bring the animal back to campus:

- 1) Complete a new ESA Registration Form and Service Animals/Support Animal Contract in Residence Halls Housing Contract (due by August 1st for the Fall term; due by January 4th for Spring term);

- 2) Provide an updated letter from the treating provider attesting to the continuing need for an emotional support animal (See the guidelines under Section 3,

- 3) Provide documentation from a licensed veterinarian of a current rabies vaccination and clean bill of health as appropriate to the species;

- 4) Obtain signatures on the Roommate/Suitemate Acknowledgement of Service Animal or Emotional Support Animal Form when they return to campus.

Section 19: Resources:

Below is a list of resources students may use to board their animal, whether leaving the College overnight or because the College has asked that the animal be removed from the premises. Hampden-Sydney College does not endorse or recommend any of the providers. The list is provided merely for the convenience of the student owner. It is up to the student owner to contact the provider of choice to determine if the provider meets the needs of the student owner and the emotional support animal. Due to the limited resources in the area, please make any boarding plans well in advance, if possible.

Local Animal Hospitals:

The Ridge Animal Hospital

1913 E. 3rd Street
Farmville, VA 23901 434-394-0380
Hours of Operation:

Mondays - Fridays 8:00 A.M. until 6:00 P.M.
Saturdays from 8:00 A.M. until noon
Closed on Sundays

Appomattox Animal Hospital

5399 Richmond Highway
Appomattox, VA 24522 434-352-8483
Hours of Operation:

Mondays 8:00 A.M. until 7:00 P.M.
Tuesdays, Wednesdays, and Fridays 8:00 A.M. until 6:00
P.M.
Thursdays and Saturdays 8:00 A.M. until noon
Closed on Sunday
After hours call 434-846-1504

Cumberland Animal Hospital

822 Nursery Road
Pamplin, VA 23958 434-547-3176
Hours of Operation:

Mondays, Tuesdays, Thursdays, and Fridays 8:00 A.M. UNTIL 5:00 p.m.
Saturdays 8:00 A.M. until noon
Wednesdays and Sundays Closed

Simplicity Animal Hospital

2545 Germantown Road
Keysville, VA 23947 434-736-9032
Hours of Operation:

Monday through Friday from 2:30 P.M. until 7:30 P.M. (By Appointment Only)

EMERGENCY ANIMAL CARE (after hours and on weekends and holidays):

Animal Emergency and Critical Care
3432 Odd Fellows Road
Lynchburg, VA 24501 434-846-1504
Hours of Operation:

Monday through Thursday 6:00 P.M. until 8:00 A.M.
Open at 6:00 P.M. on Fridays
Open 24 hours Saturday and Sunday and all major holidays, including Christmas, New Year's Day, and Thanksgiving)

(Take Route 460 West to the Candler Mountain Road exit. Turn right at the first stoplight and then turn left on Odd Fellows Road {where the post office is located}.)

Local Kennels:

Trueheart Kennel

2396 Old Ridge Road

Farmville, VA 23901 434-392-3057

Accepts only dogs

Other Information: Owner lives on-site. Both indoor and outdoor kennels are heated and air-conditioned.

Three Oaks Pet Resort

2740 Layne Street Extension

Farmville, VA 23901 434-392-4738

Accepts dogs and cats

Hours of Operation:

Mondays - Fridays 8:00 A.M. until noon and 3:00 P.M. until 6:00 P.M.

Saturdays 8:00 A.M. until 10:00 A.M. and 4:00 P.M. until 6:00 P.M.

Four Paw Bed & Biscuit

2018 Persimmon Tree Fork Road

Farmville, VA 23901

Contact Person: Amanda Wells 434-547-8862 (cell)

Accepts dogs only

By signing below I acknowledge that I have been provided with a copy of the Hampden-Sydney College Emotional Support Animal policy. I agree to abide by the policies stated herein.

Student

Signature: _____

Date Signed:

Staff Member Signature:

Date Signed:
