

Allegany College of Maryland Student & Legal Affairs

Animals on Campus Policy Special Request for Exception

Policy Statement: Allegany College of Maryland prohibits animals on college owned or managed property unless specifically exempted by law, this policy, or other policies/procedures. Permitted exemptions are service animal [no advance permission required], emotional support animal in Willowbrook Woods which have been approved as a disability accommodation [by both AA&DR and Residence Life], fish in Willowbrook Woods; police dogs conducting law enforcement business or as part of an educational program when accompanied by its designated law enforcement handler; and Special Requests which have been approved.

Persons who wish to request an exception to have an animal on campus for a specific, limited purpose must provide the specific information below. Submit one form for each animal and for each unique event/activity. Examples of reasonable requests include classroom demonstrations, outdoor events featuring animals, and training experiences for employees who volunteer with America's VetDogs. Submit this form to the Office of Student & Legal Affairs no less than 7 business days in advance. Requests shall be considered on their merits and in consultation with appropriate College Official; decisions shall be entirely within the College's discretion to approve, modify, or deny. Approved requests are privileges, not rights. Access may be restricted to designated campus locations. Any animal(s) permitted on campus under this provision must comply with the Exemption Standards listed in the Policy which is online: <https://www.allegany.edu/legal-information/index.html>. Any violation of the Exemption Standards or false information provided in the written request will result in the animal's immediate removal.

NOTE: This form is not to be used to request an ESA in Willowbrook Woods; there is a separate process for those requests.

Date of Request: ____/____/____

GENERAL INFORMATION

Your Name: _____ Title (if applicable) : _____

Your preferred contact information: _____

Name of Organization /Group (if applicable): _____

Animal Species, Breed, & Color: _____ Weight: _____ Height: _____

*Proof of current vaccinations must be provided with this request. >>> Attach + Initial here: _____

SPECIFICS OF REQUEST

When & Where do you want to have the animal on campus?

Date: ____/____/____ Time: ____ am/pm to ____ am/pm Location (be specific): _____

Why do you want to have the animal on campus?

Be specific / attach additional sheets or provide details via email

Describe the planned activity with the animal.

Be specific / attach additional sheets or provide details via email

If you are an ACM employee and if your requested location involves your assigned work location, you must have consent from your colleagues and permission from your supervisor. Affirm w/Initials here: _____

CERTIFICATION:

By signing this request, I certify that its contents and any attachments/documentation are true and accurate. I understand that submitting this request does not guarantee approval. I understand that additional information may be required and other College Officials may be consulted. I further understand that any false or misleading information provided in the request OR any health/safety situation that is created by the animal will result in the animal's prompt removal. I certify that my animal(s) have no history or record of dangerous behavior. If my request is approved, the animal will remain under my control at all times. I am responsible for taking responsible care of the animal, cleaning up after the animal as well as for any damages, illnesses, or injuries caused by the animal.

Signature

OFFICE USE ONLY

Staff Action: **Approved** / Approved with modification(s) noted below or via email / **Denied**