

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 on any ACM property; emotional support animal in Willowbrook Woods which have been approved, 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 and outdoor events featuring animals. 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: ___/___/___

Your Name: _____

Organization (if any): _____

Phone: (____) _____ Email: _____

Animal Species & Breed: _____

Size: _____
Weight and/or Height

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

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

Date: ___/___/___ Time: _____ am/pm to _____ am/pm

Location (be specific): _____

Reason for request (be specific / attach additional sheets or provide details via email)

Description of planned activity with the animal (be specific / attach additional sheets or provide details via email)

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 Official s 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. If my request is approved, 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**