

Emotional Support Animal Agreement

As a resident at SUNY Potsdam who has been approved for an Emotional Support Animal (ESA) I agree to the following terms:

1. I certify that I have a documented disability and that my animal is needed to assist me in being successful at SUNY Potsdam.
2. I will not allow my animal to enter any other room/suite/apartment/townhouse.
3. I will keep my animal in my room if any of my suitemates, apartment-mates, or townhouse-mates request that the animal not be in the common area.
4. If I am in a multiple occupancy room (double, triple, etc...) I agree to keep my animal away from my roommate(s) belongings. If my animal becomes an issue for my roommate(s) I agree to move to a different room.
5. I will always keep my animal on a leash or in a cage (except when in my room, suite, apartment, townhouse).
6. I will keep my animal under my control at all times.
7. I will be solely liable for any damage, injury, sickness or death my animal may cause.
8. I will not hold SUNY Potsdam or its staff liable for any injury, sickness or death of my animal.
9. I agree to pay any and all costs for damage my animal may cause to the facilities, to include removal of any smells, stains or odors.
10. If my animal becomes a nuisance to other students or staff in any way, I agree to remove my animal from the residence halls.
11. If my animal threatens any student, staff member or community member in any way, I agree to remove my animal from the residence halls.
12. I will provide my animal with appropriate care, to include maintaining food, water, appropriate exercise and providing a clean living environment.
13. If the staff determines that my living space is not being cleaned appropriately or damage is being done by my animal, I agree to remove my animal from the Residence Halls.
14. I agree to allow SUNY Potsdam staff to enter my room, suite, apartment or townhouse at any time if there is reason to believe that my animal is being maltreated or causing any damage.
15. I will provide veterinary records for my animal (to include proof of shots if required) and certify that my animal has been spayed or neutered (if required – cats, rabbits, dogs, etc...).
16. I will understand and comply with all state and local animal control laws.
17. I will not allow any other animals (approved or non-approved) to reside in my room/suite/apartment/townhouse at any time for any reason.
18. I agree to immediately pick up and properly dispose of my animal's waste and used supplies. Waste must be immediately placed in proper containers outside of the Residence Halls (waste dumpsters). Any students found dumping animal waste or other animal supplies in the Residence Hall trashrooms will lose the ability to have an animal in the Residence Halls.
19. As my animal is an Emotional Support Animal, I agree to not allow the animal into any other SUNY Potsdam buildings at any time for any reason (academic buildings, dining halls, etc...).
20. I understand that my animal is an Emotional Support Animal (not a pet) and I will ask other students not to pet, rub, or otherwise make any contact with my animal.
21. I agree to take my animal with me when I leave for break.
22. All animals must have an animal carrier or cage that can be used to transport the animal to and from the student's housing location. Animals cannot be transported outside of your living space at any time unless they are leaving the building and are in a cage or carrier or on an appropriate leash (cat, dog, rabbit). This cage/carrier must be readily accessible in the event of an evacuation or emergency.

Animal Specific Rules/Policies

Cat Owners

If my animal is a cat, I understand that I also have to follow the following guidelines for my animal:

- Cats must wear a collar with the owner's phone number permanently attached (embroidered into the collar or on a tag attached to the collar) anytime they are outside of a cage/carrier.
- I understand that I must sift my litter box at least once daily. In addition, I agree to completely clean/change my litter box at least once every week. All cat waste needs to be immediately taken to the outside waste dumpsters.
- I understand that if my animal defecates (or throws up) in an improper place (any area outside of a litter box, such as the floor, a carpet, a bed, etc...), I agree to clean it up IMMEDIATELY and understand that I will be held responsible for any property damage that may have occurred due to my animal. This may include the cost of cleaning supplies to remove any lingering smells or stains. I also understand that all monetary issues regarding reimbursement for cleaning, will be brought upon by the Associate Director.
- Cats are not allowed on campus until they have been spayed/neutered.

Dog Owners

If my animal is a dog, I understand I also have to follow the following guidelines for my animal:

- Dogs must wear a collar with the owner's phone number permanently attached (embroidered into the collar or on a tag attached to the collar) anytime they are outside of a cage/carrier. This also must have their rabies tag and NYS license tag attached to the collar.
- Dogs are allowed to walk through your hallway to the closest exit and entrance only when leaving the building (for walks, vet visits, bathroom visits) or returning to your room. Dog Owners must take the most direct path to and from their room to the nearest exit/entrance and must avoid stairwells/elevators unless necessary as the only way to access the room.
- Dog owners must pick up any solid waste inside and outside of the building and dispose of it correctly in the appropriate dumpster/receptacle.
- Dogs are not allowed on campus until they have been spayed/neutered.

Caged Animal Owners

If my animal is a caged animal (rabbits, Guinea pigs, sugar gliders, ferrets, chinchilla, mice, etc...) I agree to the following additional guidelines:

- For the safety of the animal, these animals must reside in a cage purposely built for that type of animal at all times that the animal owner is not present in the room.
- Animal waste should be cleaned daily from the cage (and removed from the building to the outside trash containers).
- Animal cages must be kept in a clean/tidy condition, changing out bedding materials weekly.
- The cage must have a solid bottom or have a plastic sliding bottom to collect animal food and waste from exiting the cage. Certain animals may also require a urine guard to stop urine from exiting the cage.
- Animals that are allowed out of the cage at any time must wear a collar with the owner's phone number permanently attached (embroidered into the collar or on a tag attached to the collar).
- Rabbits are not allowed on campus until they have been spayed/neutered.

Fish/Amphibian/Reptile Owners

If my animal is an amphibian, fish, or reptile, I agree to the following additional guidelines regarding my animal:

- Animals must be kept in a safe and secure tank, not to exceed 10 gallons in volume.
- No live food of any kind will be permitted on campus (crickets, maggots, mice, rats etc...). The only exception for this, is store purchased freeze dried insects kept in original packaging. Frozen mice, frozen rats, or other frozen animals are not allowed on campus.

Vaccination Requirements (Cats, Dogs and Ferrets)

Cat Owners

- Rabies (depends on brand of vaccine – initial shot good for one year with boosters being good for 1-3 years depending on the brand)
- Feline Leukemia (yearly after initial series).
- Distemper Series (need 2 vaccinations as a kitten and then follow a set protocol for boosters as they get older. Initial series likely to be good for many years.
- De-worm/Fecal Exam (felines must be de-wormed or have documentation provided for their most recent fecal exam).
- **NOTE:** Kittens must be at least 12 weeks of age to receive their initial Feline Leukemia shots. Therefore, kittens younger than 12 weeks old are not permitted to come to campus for any duration of time before receiving all required shots.

Dog Owners

- New York State requires all dogs over four months of age to be licensed. To obtain this license, owners must provide proof of current rabies vaccination (and some municipalities require the dog to be spayed/neutered). This license can be secured in your home town/village/city or in the Village of Potsdam, but it must be done before you submit this application.
- In addition to Rabies vaccination, Dogs must also receive the full Canine Distemper Virus, Adenovirus-2 and Parvovirus (DAPP), +/- Parainfluenza Virus Commonly called the “distemper shot” series before coming to campus.
- Dog owners are required to submit copies of licensing, vaccinations and proof of spay/neuter before bringing the animal to campus.

Ferret Owners

- Rabies (first vaccination good for one year and boosters typically good for 3 years, depending on the vaccine used).
- Ferret/Canine Distemper Series (need 3 vaccinations at a few months old and then yearly boosters). Ferrets are not allowed on campus until they have received the entire distemper series.