



HOBART AND WILLIAM SMITH
COLLEGES

Assistance Animal Accommodation Request:

Before submitting a request for an Assistance Animal Accommodation, please take note of the following deadlines:

- For Spring Semester requests, the deadline is **November 15th**.
- For Fall Semester requests, the deadline is **February 15th**.
- For Incoming First-Year Students requests, the deadline is **June 15th**.

Requests that are received and approved after these specified dates will experience delays in their processing and implementation.

To submit an official request, follow the steps below:

1. **Complete the necessary documents.** Review this document to ensure you complete all necessary forms. Requests received without completed forms will not be reviewed.
2. **Log in to Accommodate.** Access the Accommodate portal ([here](#)) using your HWS login credentials.
3. **Upload your supporting documents.** After logging in to Accommodate, you have two options from the homepage to submit your supporting documents:
 - Use "Shortcuts" on the right side of the homepage.
 - Or navigate to "Documents" under the Accommodation tab on the left side of the homepage.
 - Forms sent via fax or email will not be accepted.
4. **Submit an accommodation request.**
 - If a student has **never requested disability accommodations** at HWS, they can submit an initial Accommodation Request Form ([access here](#))
 - If they **have previously received accommodations** at HWS, students must complete a Supplemental Request in Accommodate.

Once completed, Disability Services will present your accommodation request(s) to the Non-Academic Accommodation Committee (NAAC) for review. The NAAC meets monthly and may take up to 30 days to review a submitted request.

Contact the NAAC at naac@hws.edu with any questions about your submitted request.



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Policy for Student Use of an Assistance Animal

HWS offers qualified students with documented disabilities the opportunity to request an accommodation for an assistance animal whose presence helps manage their disability. We reserve the right to review and update this policy.

Policy for Approved an Assistance Animal:

- Animal will always be cared for, fed, and cleaned.
- Animal will not be left alone or cared for by others overnight in-residence halls.
- Animal can only stay in residence hall if the owner has a disability need.
- Owners are required to notify HWS if the animal is no longer necessary or no longer in residence.
- The owner is financially responsible for any damage caused by the Assistance Animal.

HWS may remove an approved Animal if it poses a threat to the health/ safety of the campus community or if the owner fails to carry out any of the above tasks.

Requesting an Assistance Animal

Students requesting Assistance Animal Accommodation must read and fully complete all forms and agreements in this document. The information provided must support the need for an Assistance Animal. If the documentation provided by the student or the student's health care provider is insufficient, the NAAC about their request.

Confidential Handling of Disability Records

All information submitted to HWS related to the diagnosis, documentation, or accommodation of a disability is considered confidential and will not become part of any student record. Individuals on the NAAC will have access to all disability-related records. Access to disability records may be granted to other authorized HWS officials in emergencies or unusual circumstances.



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Determinations

Requests for an Assistance Animal Accommodation are individually assessed based on documented need and in accordance with standards for reasonable accommodation. Disability Services collects these requests via the Accommodate Portal and presents them to the NAAC for official review. Students will receive email notifications from the NAAC regarding the status of their request, whether it has been approved, denied, or if an alternative reasonable accommodation is being offered.

Appealing Determinations

A student may appeal against the outcome of a NAAC decision to the NAAC Appeals Committee. An appeal must be submitted by the student, with updated documentation, within 14 calendar days of the date when the official decision notification was sent. Appeals will be reviewed within 5 business days. Access the NAAC Appeals Form [here](#).

Discrimination Protection

The Colleges have adopted an internal grievance procedure providing a prompt and equitable resolution of complaints alleging discrimination based on disability, which is prohibited by Section 504 of the Rehabilitation Act of 1973. If a student feels that they have been subjected to discriminatory actions based on disability, they may file a grievance with the HWS 504 coordinator. More information regarding Section 504 can be found on page 37 in the Handbook of Community Standards. [community_standards.pdf \(hws.edu\)](#).

Agreement and Signature

I have read and agree to the above Assistance Animal Accommodation Request Policy.

Student Signature:

Date:



HOBART AND WILLIAM SMITH
COLLEGES

Assistance Animal Roommate/Suite mate Agreement Form

(not required if a student resides in a single)

I live in a single room

This form must be completed by each roommate/suitemate of a student with an Assistance Animal before the animal arrives on campus.

By signing this form, I agree to share housing with the Assistance Animal and its owner. I confirm that I do not have allergies to this type of animal and have no objections to its presence.

I understand that I am not responsible for the care and feeding of the animal. However, if the animal poses a threat to health or safety, causes property damage, or is not well-cared for, I will promptly notify Student Engagement.

- **Name:**
- **Signature:**

- **Name:**
- **Signature:**

- **Name:**
- **Signature:**

- **Name:**
- **Signature:**



HOBART AND WILLIAM SMITH
COLLEGES

Assistance Animal Registration Form:

Animal Information

Name:

Type of Animal:

Breed (if applicable):

Color(s):

Photo uploaded to Accommodate:

Vaccination information uploaded to Accommodate:

Veterinarian Information:

Name:

Phone #:

Email:

Address:

Last Visit Date:



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COLLEGES

Emergency Handler Information (if owner is unavailable):

The owner must designate an emergency handler to support the animal's care in emergency situations. The owner must ensure that the emergency handler is familiar with these policies regarding animal care and supervision.

Name:

Phone:

Relationship to Owner:

Emergency Handler Signature:



HOBART AND WILLIAM SMITH
COLLEGES

PART I Student Form (to be completed by student)

Student Name:

Student ID:

Class Level:

Housing Location:

Phone:

Disability: Identify the disability(ies) and how it/they limit your residential campus life.

Barrier(s): What disability barrier(s) would the assistance animal alleviate or reduce?



HOBART AND WILLIAM SMITH
COLLEGES

Student Consent Form

I certify that the statements made on this form are true and correct. I grant Hobart & William Smith Colleges (HWS) permission to review all documentation provided along with this form and to share the documentation with the Non-Academic Accommodation Committee (NAAC), staff members in Student Engagement, and other authorized HWS officials to assess whether I have a disability and/or my need for an accommodation(s). I further grant permission to any healthcare provider submitting documentation on my behalf in support of my request for Emotional Support Animal accommodation to speak with a representative of HWS about my request.

Name:

Signature:

Date:



HOBART AND WILLIAM SMITH
COLLEGES

PART II Healthcare Provider Form (to be completed by student's healthcare provider)

Provider Name and Degree Type:

License/Number/State:

Email:

Phone:

Relationship: How long have you known the student and on what date did you last examine the student in person?

Disability: Identify the disability(ies) and how it/they limit the student's residential campus life.

Barrier(s): How would this accommodation alleviate or reduce the disability barrier(s)?

Alternatives: Are there alternative accommodations that could address the student's disability need(s)?

Provider Signature: