

SERVICE ANIMALS – HANDLERS

Section: Assignments

Policy: University Housing accommodates service animals as defined by the Americans with Disabilities Act.

Purpose: The purpose of this policy is to identify procedures associated with requests for service animals in the residence halls and apartments at University Village (UV) and Health Sciences Campus (HSC).

Scope: Applies to all handlers of service animals. A handler is an individual who uses a service animal. As defined by the Americans with Disabilities Act, service animals are considered as “any guide dog, signal dog or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including but not limited to guiding individuals with impaired vision, alerting individuals who are hearing impaired to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items {28 C.F.R. 36.302(c)(1)}.”

Procedure:

- I. Residents who are accompanied by service animals must notify the associate director for assignments and contracts in writing at housing@uga.edu prior to the animal residing in University Housing.
- II. Students are not required to register the service animal with the Disability Resource Center. However, they are encouraged to do so.
- III. Upon receiving notification, the associate director for assignments and contracts or their designee will send the student a copy of the policy and a service animal verification form.
- IV. The verification form asks the student to answer two questions: 1) Is the dog a service animal required because of a disability? and 2) What work or task has the dog been trained to perform?
- V. The student will complete the verification form and submit to the associate director of assignments and contracts. The assistant director will update the shared drive and notify appropriate hall staff.
- VI. Staff may not request any documentation for the dog, require that the dog demonstrate its task, or inquire about the nature of the person's disability.
- VII. If the assignment is in a double room, apartment or suite where a roommate will also reside, the Housing Assignments Office will notify the roommate that a service animal will reside in the room. No information as to the purpose or duties of the service animal will be disclosed to the roommate.
- VIII. The resident must notify the Housing Assignments Office in writing (housing@uga.edu) if the service animal is no longer in residence or if a different service animal is used.
- IX. Resident Responsibilities:
 - a. The resident must complete email the Service Animal Verification for Handlers form to the associate director for assignments and contracts at housing@uga.edu.

- b. The resident is responsible for ensuring the service animal does not interfere with the daily operations of the residential facility or cause difficulties for residents or staff members who reside and work there. Sensitivity to individuals with allergies and to those who fear animals is important to ensure the integrity of the academic and residential community.
- c. Residents are responsible for properly containing and disposing of all animal fecal waste. Outdoor animal waste, such as dog feces, must be immediately retrieved by the resident, placed in a plastic bag and securely tied before being disposed of in outside trash dumpsters.
- d. The resident agrees to continue to abide by all University Housing policies and procedures in accordance with the University Housing contract and Community Guide, including those regarding room condition and damages. An exception to a policy that otherwise would prohibit having an animal in on-campus housing does not constitute an exception to any other policy.
- e. The service animal must be on leash/harness upon leaving a resident's room or apartment. If the disability is such that a leash or harness cannot be used, the resident must have full control of the animal at all times. The service animal must be escorted by the resident at all times. The service animal must not be left within the resident's living space should the resident leave his/her campus residence. If the resident is not leaving the building, the service animal may be left alone, crated, in the resident's room.

X. Animal Health and Behavior:

- a. Service animals will be permitted provided that their behavior, noise, odor and waste does not exceed reasonable standards for a well-behaved animal and that these factors do not create unreasonable disruptions to the residential community.
- b. Service animals must have all veterinarian recommended vaccinations to maintain the animal's health and prevent contagious diseases. If state or local licenses are required for the service animal (e.g., dog license), they must be obtained and kept current in compliance with the local jurisdiction requirements.
- c. All service animals must be treated humanely, including being housed in acceptable conditions (e.g., appropriately sized crate or carrier, ability to move freely in the assigned space). If mistreatment is reported, the appropriate area/senior coordinator will review the report with the resident and the resident may be referred through a University student conduct process.

Revised March 19, 2019

Revised: August 21, 2017 (form updated)

Approved by management team: August 23, 2016