

SERVICE ANIMALS-IN-TRAINING – RAISERS AND ALTERNATES

Section: Assignments

Policy: University Housing accommodates service animals-in-training in accordance with University Policy.

Purpose: The purpose of this policy is to identify procedures associated with requests for service animals-in-training (including puppy raisers and alternates) in University Housing. This policy is meant to be housing-specific and works in support of the campus [Service Animals and UGA Animal Policy](#).

Scope: Applies to all residents (e.g., students, staff and guests of University Housing) with approved animals-in-training who reside in University Housing.

Definitions: According to the campus [Service Animals and UGA Animal Policy](#), a service animal-in-training (SDiT) is a dog that is being trained by a trainer identified as an agent or employee of an entity specialized in training dogs to become service animals. A raiser or an alternate (as defined in the campus policy as a “partner”) is a person engaged in the training of a service animal for the purpose of accompanying a handler, which could eventually be themselves. A raiser the primary partner for a service animal-in-training, while an alternate temporarily assists raisers in caring for their service animals-in-training when a raiser is unable to do so.

Procedure:

- I. Residents who wish to serve as a SDiT raiser or alternate (including those wish to train their own service animal) must first register with the Disability Resource Center (DRC) to obtain approval for the animal. This approval is limited to one SDiT at any given time and is granted for only one year at a time.
- II. Residents planning to serve as an SDiT raiser or an alternate must be sponsored by an agency that works with the training of such animals (e.g., The Guide Dog Foundation). Each agency may have a different process for admission to their program.
- III. Sponsoring agencies should provide a list of approved SDiT raisers and alternates from their agencies to University Housing by the following dates to ensure completion of all approval paperwork prior to when the resident intends for the animal to reside on campus:
 - a. February 1 for residents wishing to raise an SDiT for the upcoming academic year, which will begin when the residence halls open for the fall semester.
 - b. July 1 for residents wishing to serve as an SDiT alternate for the academic year or fall semester only.
 - c. December 1 for residents wishing to serve as an SDiT for the spring semester only.
 - d. Those agencies associated with residents wishing to train their own SDiT are not subject to these deadlines.

- IV. The associate director for assignments and contracts will verify resident registration with the DRC, as they maintain records on registered SDiT raisers and alternates.
- V. Upon receiving verification from the DRC, the associate director for assignments and contracts or their designee will send the resident a copy of the housing policy and agreement form for review and signature.
- VI. The resident will complete the agreement form and obtain signatures from each roommate(s) in their assigned room/suite/unit for the semester in which an SDiT may be living on campus. The resident will submit the agreement form to the associate director for assignments and contracts, and raisers should also provide an electronic photo of the animal. The agreement must be submitted before the service animal can reside on campus.
- VII. SDiTs are allowed in a resident's assigned University Housing unit only after approval has been received by the DRC and all housing-related paperwork described in this policy has been completed, submitted and processed.
- VIII. The resident must notify the Housing Assignments Office in writing (housing@uga.edu) when the approved SDiT is no longer in residence (raiser only) or if there is a change in resident's status as a raiser or alternate. If a raiser is assigned a new SDiT, a new registration process must be completed.
- IX. Per the campus [Service Animals and UGA Animal Policy](#), the employment setting is not a public setting. Therefore, SDiTs are not permitted within University Housing employment settings.
- X. Resident Responsibilities
 - a. All SDiTs 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 or if the resident is not adhering to any section of this policy, the appropriate housing staff member will review the report with the resident and the resident may be referred to the Equal Opportunity Office and/or through a University student conduct process and/or a University Housing contract review.
 - b. The resident must complete and email the agreement for to the associate director for assignments and contracts at housing@uga.edu prior to the animal residing with the resident.
 - c. Properly registered SDiTs must have a UGA red tag and must wear a collar, leash or other appropriate apparel or device that identifies the dog as a service animal-in-training.
 - d. The resident must obtain signatures from all roommates on the agreement form indicating permission to allow the SDiT to reside with them or stay in the room for a period of time. In the event one or more roommates does not approve an SDiT in their room, either the resident with the SDiT or the non-approving roommate(s) may be reassigned to another housing assignment, pending space availability and in accordance with the housing contract.
 - e. The resident is responsible for ensuring the SDiT does not interfere with the daily operations of the residential facility or cause difficulties for other residents who reside and work there.

- f. The resident agrees that sensitivity to individuals with allergies and to those who fear animals is important to ensure the integrity of the academic and residential community.
 - g. The resident is responsible for properly containing and disposing of all animal waste. Outdoor animal waste must be immediately retrieved by the resident, placed in a plastic bag and securely tied before being disposed of in outside trash dumpsters.
 - h. 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.
 - i. The SDiT must be under the direct control of the resident on leash/harness upon leaving a resident's room or apartment. The resident is responsible for ensuring that the SDiT is contained appropriately when not present in the resident's unit for class, work or other activity.
 - j. The resident is prohibited from transferring control of the SDiT to another person even momentarily, requesting the assistance of other persons in supervising or controlling their SDiT, or otherwise leaving the presence of their animal for any period of time except as provided by this policy or other UGA policies (e.g., with an alternate).
 - k. The resident must ensure their animal is clean and well-groomed and kept in a healthy environment.
 - l. Per university policy, the resident shall be liable for any and all resulting costs when an animal causes damage to University Housing facilities or property or causes injury to persons.
- XI. Animal Health and Behavior
- a. SDiTs will be permitted if 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. SDiTs must be in compliance with state and local laws regarding health, vaccination and care of the service animal-in-training.

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