



# Service Animal and Assistance Animal Guidelines for University Residences and Purdue Dining & Culinary

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## *Definitions*

### **Handler:**

An individual with a disability who receives assistance from a service animal or a personal care attendant who handles the service animal for an individual with a disability.

### **Service Animal:**

Any dog\* individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability and meets the definition of “Service Animal” under the Americans with Disabilities Act (“ADA”) regulations. The work or task performed must be directly related to the individual’s disability.

The provision of emotional support, wellbeing, comfort, or companionship do not constitute work or tasks for the purpose of this definition.

\*Under particular circumstances a miniature horse may also qualify as a Service Animal under 28 CFR 35.136(i).

### **Owner:**

An individual with a disability who has requested the accommodation and has received approval for bringing their assistance animal into University Residences housing.

### **Assistance Animal:**

An assistance animal is an animal that works, provides assistance or emotional support that alleviates one or more symptoms of a person’s disability, as set forth in the Fair Housing Act (“FHA”). Assistance animals do not perform work or tasks that would qualify them as a “Service Animals” under the ADA.

### **Access to Campus Areas:**

Individuals may view the operating procedures for service animal on campus policy at the link below:

<https://www.purdue.edu/ethics/resources/Service%20Animals%20on%20Campus.php>

### **Responsibilities of Animal Owners/Handlers:**

Animals are the sole responsibility of the owner/handler. The owner/handler is responsible for the overall health and well-being of the animal, including all cost associated with the animal’s care, living arrangements, and any property damage caused by the animal.

Animals on campus must:

- Be current on all vaccinations;
- Be housebroken;
- Be licensed per local laws and ordinances;



- Be in good health;
- Be under the full control of the owner/handler at all times.

Owner/Handlers must follow local ordinances in cleaning up the service animal's waste. Individuals with disabilities who physically cannot clean up after their own service animals are not required to pick up and dispose of feces. Handlers should contact University Residences staff if this issue arises.

## *Service Animals*

### INQUIRIES

A handler living in University Residences should schedule an appointment with the Campus Living and Compliance team to discuss access to the residence halls, dining, animal control, waste clean up, and other responsibilities. To obtain an appointment please call (765) 494-1000.

University Residences and Purdue Dining & Culinary may make inquiries to determine whether an animal qualifies as a Service Animal. Staff will ask:

1. Is the animal required because of a disability?
2. What work or task has the animal been trained to perform?

When it is apparent that an animal is trained to do work or perform tasks for an individual with a disability, no inquiry will be made.

### REQUIREMENTS

1. The service animal should respond to voice or hand commands at all times, and be under the full control of the handler. The service animal should be on a leash or harness at all times, unless the use of a leash or harness would interfere with the safe, effective performance of required work or tasks. In this instance, the service animal must be otherwise under the effective control of the handler by voice control, hand signals, or other effective means.
2. Service animals should only be under the control or possession of their handler.
3. Etiquette of the service animal should be unobtrusive to other individuals and the living environment. The handler should ensure that the service animals does not:
  - Actively seek the attention of other people.
  - Sniff people, dining tables or food service bars, or the personal belongings of others.
  - Display any behaviors or noises that are disruptive to others, unless it is part of the service, work or task that is being provided to the handler.
  - Block an aisle or passageway for emergency/fire egress.



## REMOVAL

Service animals may be removed from University facilities or grounds in certain situations including if the animal:

1. Is unreasonably disruptive and not brought under the control of the handler;
2. Poses a threat to the health or safety of an individual;
3. Would cause a fundamental alteration to a university program, service or activity;
4. Is not housebroken.

## STUDENT CONDUCT

Residents in a Purdue Dining & Culinary or University Residences facility who do not meet the above expectations may go through the conduct process to resolve instances of non-compliance.

## *Assistance animal*

### REQUEST PROCESS

Residents must submit appropriate documentation to the Disability Resource Center for an assistance animal. Send requests to the following website:

<https://www.purdue.edu/drc/>

Once approval is granted, residents are notified when they can bring their assistance animal into University Residences.

### REQUIREMENTS

1. Keep the animal in the assigned residence hall unit. An assistance animal must be contained within the owner's privately assigned room, except to the extent that the owner is taking the animal outside for natural relief. An assistance animal is not permitted in other students' rooms or the common areas of the residential facilities, and other areas of the University such as classrooms, academic buildings, administrative buildings, libraries, dining services areas, fitness center, pool etc.
2. Maintain control over the assistance animal. The animal must be under the control of the owner at all times, and the owner is responsible for making sure the assistance animal does not disrupt the residential community. The owner is responsible for ensuring that the animal is contained, as appropriate, when the owner is not present during the day while attending classes or other activities.



When an assistance animal is left unattended in a student's room, they are required to be stored in a crate, carrier or kennel. This containment will allow University Residences officials to routinely access the residential facilities for maintenance and other routine tasks without posing risk to the animal or employees. The owner will hold the University blameless in the event the assistance animal goes missing. University staff is not responsible for the retrieval of the assistance animal in the event the animal escapes or becomes lost. If an assistance animal is found running at large, the animal is subject to capture, confinement and immediate removal from University Residences.

3. Ensure the assistance animal is well cared-for. The owner is solely responsible for the animal's well-being, care and cleaning, including but not limited to regular feeding, bathing, grooming, daily care and veterinary services. Any evidence of mistreatment, abuse, neglect, or leaving the assistance animal unattended for unreasonably long periods may result in immediate removal of the assistance animal and/or discipline for the owner. University personnel shall not be required to provide care or food for any assistance animal including, but not limited to, removing the animal during emergency evacuation for events such as a fire alarm. Emergency personnel will determine whether to remove the animal and may not be held responsible for the care, damage to, or loss of the animal.
4. Unless expressly approved by University Residences, the assistance animal may not be left unattended overnight in the residential facilities to be cared for by another student. The assistance animal must be taken with the owner if they leave campus overnight or for a prolonged period.
5. Manage animal relief and waste in a sanitary manner. The owner is responsible for immediately removing and properly disposing of animal relief and waste deposited on University grounds or within the facilities. Assistance animal must be taken out of the building by way of the shortest and most direct path, and must be maintained under standard restraints such as a carrier and/or collar when outdoors, in public areas, or in transit and must be confined to the residence when not in transit.
6. Be responsible for flea, tick, or pest damage or infestation caused by the assistance animal. The owner's residence may be inspected for fleas, ticks, pests, and/or damage to the residential facilities once a semester or as needed. University Residences will schedule the inspection and notify the resident in advance of the scheduled inspection. If fleas, ticks, or other pests are detected through inspection, the residence hall will be treated using approved fumigation methods by a University-approved pest control service. The owner will be billed for the expense of any necessary pest control treatment.
7. Be responsible for property damage caused by the assistance animal. The owner will be financially responsible for expenses incurred above a standard cleaning or for repairs, beyond reasonable wear and tear, to the residential premises, including losses, liability, claims, and harm to others caused by the assistance animal.



8. Notify the DRC if the assistance animal is no longer needed or is no longer in University Residences. The owner must notify the DRC in writing if the assistance animal is no longer needed as or is no longer in the residential facilities. To replace a previously approved assistance animal, the new animal must be necessary because of the owner's disability, and the owner must follow the Housing Accommodation Request process when requesting a new animal.
9. Provide updated health documentation at the start of each academic year. assistance/support animal owners remaining in University Residences for multiple years must submit updated ASSISTANCE ANIMAL Health Documentation prior to the start of each academic year by August 1.

#### REMOVAL

Assistance animals may be removed from University facilities or grounds in certain situations including if the animal:

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2. Poses a threat to the health or safety of an individual;
3. Would cause a fundamental alteration to a university program, service or activity;
4. Is not housebroken.

#### STUDENT CONDUCT

Residents in a Purdue Dining & Culinary or University Residences facility who do not meet the above expectations may go through the conduct process to resolve instances of non-compliance.

### *Appeals and Grievances*

In the event the requesting individual disagrees with an accommodation determination, the individual is encouraged to contact the office that made the determination to attempt to resolve the issue informally. The student who disagrees may file an accommodation concern at the following link:

[Accommodation Concern Form- Students- West Lafayette Campus](#)