Service, Emotional Support, Pets, and Other Animals on Campus

Authority for Procedure granted by UWG PL #7010, Animals on Campus

The University of West Georgia (UWG) recognizes the importance of Service Animals as defined by the Americans with Disabilities Act (ADA) and the broader category of Emotional Support Animals under the Fair Housing Act (FHA) that provides physical and/or emotional support to individuals with disabilities. UWG also recognizes the therapeutic benefits and healing Therapy Animals and Domesticated Animals (Pets) offer to the mental, physical health, and overall well-being of the UWG Community.

Exclusions

- Animals used in police or search and rescue operations on UWG property.
- Animals used in support of the University's mission (i.e., aquariums, terrarium, live displays) based on a request in accordance with UWG Policy.
- Animals used in approved research, based on a request by faculty, for the use in accordance with UWG policy.

A. Service Animals/Service Animals in Training

The Americans with Disabilities Act defines a Service Animal as "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including but not limited to physical, sensory, psychiatric, intellectual, or other mental disability."

Whether wild or domestic, trained or untrained, other animals are not Service Animals. The crime deterrent effects of an animal's presence and the provision of Emotional Support, well-being, comfort, or companionship do not constitute work or tasks for this definition.
1. Access to Campus

Service Animals assisting individuals with disabilities are generally permitted to be accompanied by their Handlers in all areas where official activities occur and where members of the public, and participants in services, programs, or activities, are allowed to go.

- UWG may prohibit the use of Service Animals in Controlled or Restricted Spaces due to health or safety restrictions or when required by federal regulations or other applicable laws. Before excluding a Service Animal from a particular space, UWG Accessibility Services or Human Resources must engage in an individual analysis to determine whether a significant risk exists and whether modifications to its practices would mitigate such risk and enable the individual with a disability to use the Service Animal. This analysis will be performed in consultation with the Office of Legal Affairs.

- If the individual analysis determines that the Service Animal poses a health or safety risk, UWG Accessibility Services or Human Resources must ensure the individual with a disability has an opportunity to participate in the program or activity without the Service Animal.

2. Accommodation Requests

Individuals with disabilities accompanied by a Service Animal or Service Animal in Training are encouraged to notify Accessibility Services before coming onto University property. Such courtesy notification allows Accessibility Services to make appropriate arrangements, offer any necessary assistance prior to the Handler's arrival, and notify the campus law enforcement or security personnel of the animal's presence in case of an emergency.

Although not required, Students with disabilities accompanied by a Service Animal or Service Animal in Training seeking Reasonable Accommodation are encouraged to contact Accessibility Services in advance of beginning classes and/or bringing the animal onto University property. In addition to the reasons stated above, the Handler's Student Accommodation Report (SAR) will be updated, and an ID card issued for the Service Animal. For more information, visit the Accessibility and Testing Services website.

A Service Animal or Service Animal in Training is permitted to reside in campus housing provided certain conditions are met. (see section E Animals in Residence Halls)

Employees seeking a Reasonable Accommodation for a Service Animal in the workplace should notify the Office of Human Resources before coming onto University property with the animal, and follow the Reasonable Accommodation process for employees. For more information, contact the Office of Human Resources website.

Please note: Allergies and fear of dogs are not valid reasons for denying access or refusing service to people using Service Animals. A solution may be to allow enough space for that person to avoid getting close to the Service Animal. Most allergies to animals are due to direct contact with the animal. A separated space might be adequate to avoid allergic reactions. If a person is at risk of a significant allergic reaction to an animal, UWG must find a way to accommodate both the individual using the service animal and the individual with the allergy.
3. Animal Etiquette

Employees shall not ask about the Handler’s disability, require medical and/or training documentation for a special identification card for the Service Animal, or ask that the animal demonstrate its ability to perform the work or task. Only limited inquiries are allowed when it is not obvious what service an animal provides. An individual may be asked:

- Is this Service Animal required because of a disability? and
- What work or task has the animal been trained to perform?

No further inquiries are permitted if these requirements are met.

**Employees and students should not:**

- Pet, touch, or feed Service Animals or Emotional Support Animals without the Handler’s permission.
- Deliberately startle or distract Service Animals or Emotional Support Animals.
- Separate or attempt to separate a Handler from their Service Animal or Emotional Support Animal.

B. Emotional Support Animals (ESA)

UWG permits Emotional Support Animals as a Reasonable Accommodation for residents with a qualifying physical or mental impairment who meet the legal requirements under the Fair Housing Act (FHA), 42 U.S.C.A. § 3604(f), which is enforced by the U.S. Department of Housing and Urban Development (HUD).

Under the FHA, an individual with a qualifying physical or mental impairment may be entitled to keep an ESA as a Reasonable Accommodation in housing facilities that otherwise restrict or prohibit animals. ESAs are considered for UWG Residence Halls to afford individuals with a qualifying physical or mental impairment an equal opportunity to use and enjoy University housing, provided certain conditions, as described herein, are met.

Emotional Support Animals are:

- not species-specific and do not require specialized training.
- allowed only in Handler’s assigned, on-campus dwelling, except to take the ESA out for natural relief and exercise.
- allowed in common outdoor areas not being used at the time of an event (unless Pets are specifically authorized during the event) and are not sports fields.

*Generally, only domesticated animals commonly kept in households are eligible to serve as an ESA. Reptiles (other than turtles), barnyard animals, monkeys, kangaroos, and other non-domesticated animals are not considered common household animals. Although it is possible that an “exotic species” could*
qualify as an ESA, the individual seeking accommodation has a substantial burden to demonstrate a
disability-related need for the specific exotic animal or the specific type of exotic animal.

1. Accommodation Requirements

Emotional Support Animals are permitted to reside in campus housing provided certain conditions are met herein and in section E Animals in Residence Halls.

Individuals requesting a Reasonable Accommodation for their Emotional Support Animal must provide reliable support (dated within 12 months of the request) from a professional with a relationship to the patient/client involving the provision of health care or impairment-related services that shows the following:

i. The individual has a physical or mental impairment, has a record of such an impairment, or is regarded as having such an impairment,

ii. The impairment substantially limits at least one major life activity, and

iii. The individual needs the specific animal requested because it performs a job or task, provides assistance, or performs at least one task that benefits the person because of their disability or because the animal provides therapeutic emotional support to alleviate a symptom or effect of the impairment.

Note: UWG may exercise discretion in assessing the “reliability” of supporting documentation. Many web-based providers offer generic “assistive animal letters” for a fee without engaging in a consultation or session, but this type of generic documentation is insufficient. UWG will use its best efforts to consistently evaluate the documentation.

HRL may exclude an Emotional Support Animal from campus housing using the following criteria for Assessing a Person’s Request to Have an Animal as a Reasonable Accommodation Under the Fair Housing Act.

i. Any request for an animal may be denied if granting the request would impose an undue financial and administrative burden on the University or fundamentally alter the nature of the University’s operations. If a request is denied, the University will discuss alternative accommodations that would not impose such a burden or result in a fundamental alteration.

ii. UWG may consider the criteria below in determining whether the animal’s presence is reasonable in housing assignments for individuals with Emotional Support Animals.

a. whether the animal poses or has posed in the past a direct threat to the individual or others;

b. whether the animal causes or has caused excessive damage to housing beyond reasonable wear and tear;

c. whether the size of the animal is too large for available assigned housing space;

d. whether the animal’s presence would force another individual from that individual’s housing (e.g., serious allergies);
e. whether the animal's presence otherwise violates individuals' right to peace and quiet enjoyment; and

f. whether the animal is housebroken or is unable to live with others in a reasonable manner.

2. Assessing Reasonableness of an ESA

Once supporting documentation that satisfies these criteria are received, UWG will determine whether the requested animal is reasonable. If the documentation provides reliable support for the accommodation request, but the proposed animal is unreasonable, UWG may engage in an interactive process with the individual to determine if there are alternative accommodations that might effectively meet the individual’s disability-related needs.

For individuals with a documented history of a physical or mental impairment whose documentation fails to meet the institution’s requirements, UWG may provide accommodations provisionally that would be reasonably sufficient for the student to gather the necessary information.

Housing and Residence Life (HRL) may consult campus partners, including but not limited to the Office of Legal Affairs, to discuss procedures concerning having an Emotional Support Animal in residence. For additional requirements, forms, and guidelines for Emotional Support Animals, visit Housing and Residence Life webpage.

C. Therapy Animals

Therapy Animals are generally permitted on University property, either in public or private areas (i.e., the Counseling Center, common public areas, etc.), provided certain conditions, as described herein, are met.

1. Therapy Animals must be certified by a formal Animal-Assisted Therapy (AAT) organization recognized in the State of Georgia, such as Assistance Dog International (ADI), Canine Assistants, and Happy Tails Pet Therapy.

2. A certified AAT Handler must accompany Therapy Animals at all times. With the approval of the President’s Cabinet and the appropriate dean (if the visit is in an academic building), an AAT handler may schedule specific hours for a registered Therapy Animal to be on campus and available to students or employees who wish to interact with the animal.

3. Therapy Animals should be available for visits in areas easy for those who do not wish to interact with the animal to avoid such contact. The area may be public or private, but such an area should not be an office space shared with others (such as a shared office or an office suite).

4. Therapy animals shall not be in food preparation or service areas.

The above criteria and approvals must be satisfied before a Therapy Animal is allowed on UWG property. In limited circumstances, University administrators may approve the presence of Therapy Animals in Training on campus. Approvals are obtained by following the Contract Management approval workflow.
D. Pets (domesticated)

Pets for ordinary use and companionship are allowed on University property under the following conditions:

1. the Pet is leashed, harnessed, or tethered and under the control of the Owner at all times,
2. the Pet is only taken to common outdoor areas not being used at the time of an event (unless Pets are specifically authorized during the event) and is not sports fields, and
3. the Owner cleans up after the Pet and returns the space to its original condition; carry cleanup materials and disposal bags at all times and dispose of used cleanup materials by tying them securely in a plastic bag and depositing them in an outdoor waste container.
4. Pets are prohibited from entering all University buildings, Controlled or Restricted Spaces.

Exception: Pets may be permitted in campus housing provided certain conditions are met. (see section E Animals in Residence Halls). Pets approved to reside in University housing, must reside with the Owner/Handler listed on the Animal Application on file with Housing and Residence Life. Only one Pet is permitted per unit.

Animals in Residence Halls

UWG designates Pet-friendly Residence Hall(s) that allow one Pet to reside with its Owner.

• Approved Pets are restricted to the Owner’s assigned Residence Hall dwelling.
• Approved Pets are not permitted to roam outside the Pet Owner’s assigned, on-campus dwelling, within the Residence Hall, or on University property.
• Approved Pets are not allowed in other buildings, University-Controlled Spaces, and University Transportation.
• Small fish in bowls or aquariums (maximum capacity of ten gallons) are the only Pets allowed in all UWG Residence Halls.

For caged Approved Pets: a wet aquarium should not exceed 10 gallons, a terrarium may not exceed 40 gallons, and cage size cannot exceed four feet on any side.

In addition to the provisions regarding service dogs, the ADA regulations have a separate provision about miniature horses. Miniature horses generally range in height from 24 to 34 inches, measured to the shoulders, typically weighing between 70 and 100 pounds. Entities must make reasonable modifications in policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability if the miniature horse is individually trained to do work or perform tasks for the benefit of the individual with a disability.

The regulations set out four assessment factors to assist entities in determining whether the Service Animal can be accommodated in their facility. The assessment factors are:
1. whether the Service Animal is housebroken;
2. whether the Service Animal is under the Handler's control;
3. whether the facility can accommodate the Service Animal's type, size, and weight; and
4. whether the Service Animal's presence will compromise legitimate safety requirements necessary for the facility's safe operation.

E. General Animal Requirements

Individuals intending to live in UWG Housing with an Animal shall provide truthful and accurate information to the University.

All animals must have a completed Animal Application on file with Housing and Residence Life, provide a current photo, and a clean bill of health (i.e., proof of vaccinations, spay or neuter, absence of communicable diseases, fleas, and parasites) from a licensed veterinarian prior to the animal's arrival on campus. Proof is required each academic year for the duration of residency. Visit the HRL Pet Vaccination webpage for a list of required vaccinations. (Dogs, cats, and ferrets are required to be on flea treatment year-round)

In accordance with Carroll County Animal Control Ordinance, Chapter 14, Article III, Section 14-58(a), All animal owners within the county shall have their animals over three months of age inoculated for the prevention of rabies.

All animals must be housebroken and meet minimum age requirements (dogs are ten months old, cats are six months old, dogs are six months old, cats six months) to be permitted in campus housing. For dogs, housebroken refers to being trained to urinate and defecate outside; for cats, housebroken refers to urinating and defecating in a litter box or toilet; for small caged animals and fish, housebroken refers to urinating and defecating in their cage/aquarium/terrarium.

UWG requires written consent for UWG to disclose information related to the animal to relevant parties affected by the presence of the animal, including but not limited to facilities personnel, security, and room/suite/apartment mates. Information shared will be limited to the animal and not specific to the Owner/Handler's disability or impairment.

F. Responsibilities

University of West Georgia (UWG)

1. UWG assumes no responsibility or liability for the care or well-being, supervision, or any damage, injury, loss, or death of an Owner/Handler’s animal.
2. UWG has the authority to immediately remove any animal deemed a risk to the health and safety of the University Community or for failure to comply with UWG policies, procedures, and written rules governing the care and maintenance of animals in housing.
3. UWG has the right to require documentation of compliance with current city, county, and state
ordinances, laws, and/or regulations pertaining to licensing vaccination and other animal requirements.

4. UWG shall not require an additional room deposit for a Service Animal or Emotional Support Animal.

5. UWG reserves the right to bill the Owner/Handler for unmet obligations under this procedure.

6. UWG has the authority to enter and perform, as necessary, building maintenance and inspection(s).

**Housing and Residence Life (HRL)**

1. HRL has the authority to assign and/or relocate the Owner/Handler and animal as necessary to meet contractual agreements.

2. HRL will notify room/suite/apartment mates of an animal assigned within the living space.
   - Room/Suite/Apartment mates may request a room change from Housing and Residence Life if they desire to do so.

**Owners and Handlers**

Owners/Handlers or designees are responsible for the following:

1. **Dominion & Control**
   - i. Animals are prohibited from being loose or running at large.
      - If an animal is found running at large, the animal may be subject to capture and immediate removal from campus. **Exception: Pets are permitted off leash in the University designated dog park.**
   
   - ii. Animals must be properly housed and restrained or otherwise under the dominion and control of the Owner/Handler at all times.
      - A Service Animal shall have a harness, leash, or other tether. If a harness, leash, or other tether would interfere with the Handler or Service Animal's safe, effective performance of work or tasks, the Service Animal must be otherwise under the Handler's control (e.g., voice control, signals, or other effective means).
   
   - iii. Animals must not be allowed to disrupt or interfere with University activities, including but not limited to communal living in the University's residences, teaching, research, service, or administrative activities.
      - If the Owner/Handler fails to maintain control of the animal or the animal disrupts or interferes with University activities, the Owner/Handler must regain control immediately or remove the animal from University property.
      - If the improper behavior continues or happens more than once, the Owner/Handler may be prohibited from bringing the animal onto University property, in the determination of the Chief of Police, the Dean of Students
(for students), the Vice President of Student Affairs (for on-campus residents), or the Assistant Vice President of Human Resources (for employees).

- If an animal is banned, the University will engage as needed in a good-faith process with the individual to identify other accommodations that will effectively allow the individual to participate in the program, service, or activity.

2. **Supervision**
   
i. Animals shall not be tied or tethered to any University property for any length of time, including but not limited to buildings, railings, bike racks, fire hydrants, fences, signposts, benches, or trees.

   - Animals found unattended or left longer than reasonable may be impounded.
   - For the first incident, the Owner/Handler will receive a warning.
   - Second incident, Owner/Handler is required to remove the animal from campus and prohibited from bringing the animal back onto University property.

   ii. Animals shall not be left unattended on-campus except in the Owner/Handler’s assigned University dwelling for reasonable periods and not neglected, whereby the animal’s health may be impacted, as determined by University staff.

   - Animals found unattended or left longer than reasonable may be impounded.
   - For the first incident, the Owner/Handler will receive a warning.
   - Second incident, Owner/Handler is required to remove the animal from campus and prohibited from bringing the animal back onto University property.

   iii. Animals shall not be left alone overnight or in the care of another individual.

   - If an Owner/Handler is to be absent from their residence hall overnight or longer, the animal must accompany them.

3. **Containment**
   
i. Animals shall be confined to the Owner/Handler’s assigned, on-campus dwelling except taking the animal out for natural relief and exercise.

   ii. Animals, left unattended in residence, shall be crated or confined to a carrier such that UWG staff may access the room for maintenance purposes without posing a risk to the animal or staff members.

4. **Licensing & Vaccination**
   
i. Owner/Handler is responsible for knowing and understanding relevant ordinances, laws, and regulations.

   ii. Owner/Handler shall abide by current city, county, and state ordinances, laws, and/or regulations pertaining to licensing vaccination, and other animal requirements.

   iii. Owner/Handler shall abide by all UWG policies and procedures pertaining to animals and housing.

5. **Health & Wellness**
   
i. Animals must be in good general health, spayed or neutered, and generally well-behaved.
• UWG requires an annual clean bill of health (i.e., proof of vaccinations, spay or neuter, absence of communicable diseases, fleas, and parasites) from a licensed veterinarian prior to the animal's arrival on campus.

• UWG has the right to direct the animal to receive veterinary attention at any time during the animal's residency.

6. Sanitation

i. Animals must be housebroken.

• For dogs, housebroken refers to being trained to urinate and defecate outside; for cats, housebroken refers to urinating and defecating in a litter box or toilet; for small caged animals and fish, housebroken refers to urinating and defecating in their cage/aquarium/terrarium.

• The use of training pads is prohibited in the residence halls.

ii. Owner/Handler shall maintain their living space to minimize odors and/or the accumulation of animal fur/dander/pests.

• UWG has the authority to enter and complete inspection(s) for fleas, ticks, or other pests as needed. If fleas, ticks, or other pests are detected through inspection, the residence will be treated using approved fumigation methods by a University-approved pest control service.

• If an animal is not caged at time of inspection or maintenance, the owner is responsible for contacting the Work Information Center (WIC) to make arrangements for work to be performed.

iii. Owner/Handler shall store the animal’s food in a closed container within the Owner/Handler’s assigned campus dwelling.

iv. Owner/Handler shall have appropriate cleanup materials and disposal bags for animal waste at all times.

v. Owner/Handler shall assume responsibility for properly containing and disposing of the animal waste, which may necessitate different handling precautions and responsibilities based on the animal species.

• Animal waste and used cleanup materials must be disposed of by tying them securely in a plastic bag and depositing them in an outdoor waste container.

• In an isolated incident, if Owner/Handler is physically unable to perform the necessary cleanup, satisfactory arrangements for a third party to perform all actions are required.

vi. Owner/Handler is responsible for all costs for additional cleanup, repairs, and any necessary pest treatment above and beyond the institution’s standard pest management.

7. Behavior and Removal

i. Any evidence of mistreatment, abuse, neglect, or leaving the animal unattended overnight or for unreasonably long periods of time should be reported to Housing
and Residence Life (phone (678) 839-4718 or email housing@westga.edu).

ii. UWG Police Department (UPD) and Housing and Residence Life (HRL) have the authority to immediately remove any animal deemed a risk to the health and safety of community members and relinquish it to a local animal shelter. Reasons for immediate removal may include loose/running at large, incidents of damage to property, injuring a person or another animal, exhibiting aggressive or disruptive behavior (e.g., barking, whining, meowing, squeaking, squawking, talking, etc.), posing a direct threat to the health or safety of others, abuse or inhumane treatment of an animal, or the Owner/Handler is unable to maintain control of the animal.

- When an Owner/Handler fails to comply with UWG policies, procedures, and written rules governing the care and maintenance of animals in housing, HRL will notify the Owner/Handler in writing that removal of the animal is required and give a specified, reasonable amount of time to make alternative arrangements for the animal.
- If the Owner/Handler fails to remove the animal within the designated time frame, UWG has the right to remove the animal and relinquish it to a local animal shelter. The Owner/Handler responsible for the animal will be allowed to contest removal determinations through the appeals process and be notified of that right when such determinations are made.

iii. Removal determinations will be based on the particular animal's behavior on a case-by-case basis and in consultation with HRL staff, the responsible resident, and other parties as appropriate.

iv. Should an animal be removed, the responsible Owner/Handler is expected to fulfill the individual's housing obligation for the remainder of the housing contract.

8. Emergency Contacts and Management

i. Owner/Handler is required to identify one (two is recommended) alternative caregiver in case of emergency.

- Alternative caregiver(s) should be prepared to take custody of the animal with 12 hours notice.
- If the emergency contact is not local, the owner must make arrangements and be financially responsible for transporting the animal to the contact. Emergency contacts will be asked to produce photo identification before taking custody of the animal or gaining access to the owner's space.
- Other UWG students living in campus housing may be permitted to serve as an alternative caregiver at the approval of HRL.
- UWG assumes no responsibility or liability for the animal's care before the alternative caretaker takes custody.

ii. Fire Drills - unannounced fire drills are scheduled to test building systems and student compliance with building evacuation expectations. (see section Dominion & Control)

- Students present at the time of a fire drill are required to leave the building until the drill is over. Students should be mindful that fire alarms will ring
for an extended period, often in excess of five minutes, as part of the drill. As no advanced warning is provided, be aware of how the continuous alarm may affect your animal if left alone in the living space.

- UWG personnel are not responsible for removing an animal during emergency evacuation for events such as a fire alarm.
- Emergency management personnel will determine whether to remove the animal and may not be held responsible for the care, damage to, or loss of the animal.

9. Liability

i. Owner/Handler assumes financial responsibility and liability for the actions of their animal, including but not limited to bodily injury of a person or another animal, property damage (i.e., replacement of furniture, carpet, window, wall covering, and the like), expenses incurred for cleaning above and beyond a standard cleaning, pest management costs in excess of the institution’s standard pest management, or for repairs to the residential space that are assessed after the animal vacate the residence.

- The Owner is expected to cover these costs at the time of repair and/or move-out.

ii. Owner/Handlers is liable for all expenses associated with boarding, impound, and/or fees required to secure the release of their animal.

G. Appeals Process

Individuals dissatisfied with a Service Animal or an Emotional Support Animal accommodation decision may submit a written appeal within 10 business days of the decision.

For an appeal to be successful, the individual needs to document to the satisfaction of the Office of Legal Affairs (OLA) that the reason for the appeal cannot be addressed through appropriate departments (i.e., Housing and Residence Life, Human Resources, Accessibility Services) or different accommodations.

Individuals seeking an appeal are encouraged to provide documentation to support their case and must complete the following:

- A written statement in letter format indicating if the appeal is for a Service Animal or ESA. In the header, include your UWG ID, UWG email address, and name.

- Explain why you disagree with the decision of the appropriate departments (i.e., Housing and Residence Life, Human Resources, Accessibility Services) and outline the desired outcome.

- Compile your supporting documentation into one PDF document and refer to any evidence provided within the written appeal letter.

- Submit the appeal letter and support documentation to the OLA by the following methods.

  mail: Office of Legal Affairs, 1601 Maple Street, Carrollton, Georgia 30118
hand deliver: Adamson Hall, room 105
email: legal@westga.edu

After the appeal is submitted, the individual will receive a confirmation email. Allow ten business days to review and provide a written response.

OLA will only make a determination on the documentation provided to them. Please note submitting documentation for an appeal does not guarantee an approved appeal. Whether or not the documentation provided is sufficient to grant an appeal is at the sole discretion of the OLA. All decisions made by OLA are final and cannot be overruled.

- Accessibility Services (accessibility-services@westga.edu), for questions related to Service Animals accommodations
- Housing and Residence Life (housing@westga.edu), for questions related to Housing and Animals in Residence Halls
- Human Resources (hrservices@westga.edu), or for questions related to Service Animals in the workplace

H. Violations

**Students** violating this procedure shall be adjudicated through the Office of Community Standards following the Student Code of Conduct and/or other university policies.

**Employees** violating this procedure may be referred to the employee’s supervisor for handling under Employee Performance and Conduct of the Employee Handbook or referred to Human Resources.

**Visitors** and guests who fail to comply with this policy will be asked to leave or be removed from the UWG property.

**Definitions**

**Approved Pets** - animals authorized by UWG to live in campus housing.

**Controlled Space** - an area within which unauthorized individuals are denied unrestricted access and are either escorted by authorized individuals or are under continuous physical or electronic surveillance.

**Emotional Support Animal (ESA)** - any animal providing emotional support, well-being, or comfort that eases one or more identified symptoms or effects of a documented disability. Emotional support animals may also be referred to as comfort or assistive animals.

**Handler** - an individual with a disability, defined under federal and state law, who uses a service animal to perform a work or task directly related to the individual’s disability. A Handler may also be a personal care attendant who handles the animal for a person with a disability.

**Owner** - any person owning, harboring, or keeping a dog, cat, or other domestic Pet or having custody thereof.

**Pet** - any domesticated animal kept for ordinary use and companionship (i.e., dog, cat, small bird, rabbit,
hamster, gerbil, other rodent, fish, turtle, or other small, domesticated animal that is traditionally kept in the home for pleasure rather than for commercial purposes) and is not a Service Animal or an Emotional Support Animal.

**Reasonable Accommodation** - a change, exception, or adjustment to a rule, policy, practice, or service that may be necessary to afford a person with a disability equal opportunity to use and enjoy a dwelling.

**Residence Hall** - any University-owned or managed facility that houses students.

**Restricted Space** - a space that is difficult to enter and exit from and not intended for continuous occupancy. Examples may include, but are not limited to:

- biologically sensitive or hazardous research laboratories;
- mechanical rooms/custodial closets, such as boiler rooms, electrical closets, elevator control rooms, technology control rooms, and similar spaces;
- motor pools, rooms with heavy machinery, wood and metal shops;
- areas where protective clothing and gear are required;
- food preparation areas (except for food preparation areas in residence halls, to the extent the Service Animal is necessary for a resident to use the area); or
- any other areas outlined in federal, state, or local laws as inaccessible to animals.

**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. The work or tasks performed by a service animal must be directly related to the handler’s disability. Examples of such work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

ADA regulations have a separate provision about miniature horses. Miniature horses generally range in height from 24 to 34 inches, measured to the shoulders, typically weighing between 70 and 100 pounds. Entities must make reasonable modifications in policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability if the miniature horse is individually trained to do work or perform tasks for the benefit of the individual with a disability.

**Service Animal in Training** - dogs being trained by a trainer identified as an agent or employee of an entity specialized in training dogs to become Service Animals. (see Service Animal definition for miniature horse provision)
Therapy Animal - animals that provide people with therapeutic contact, usually in a clinical setting, to improve their physical, social, emotional, and/or cognitive functioning. Therapy Animals are not considered Service Animals under the ADA.

Forms

To access HRL housing applications forms, log in to westga.onelogin.com with your student credentials and select the Housing Tile.

- HRL Student Housing Application
- HRL Animal Application  
  *(to access the Animal Application, click the link after "If you are interested in Pet Friendly Housing." on the Student Housing Application Summary page)*

Guidelines/Related material

- Americans with Disabilities Act
- Fair Housing Act (FHA)
- Georgia Code Section 30-4-2
- Section 504 of the Rehabilitation Act of 1973
- Assessing a Person's Request to Have an Animal as a Reasonable Accommodation Under the Fair Housing Act
- Housing and Residence Life webpage
  - HRL Pet Vaccination webpage
- Accessibility and Testing Services webpage

Training

- ADA Essentials: A Practical Approach for Employers
- ADA Essentials: A Practical Approach for Employers
- Working with the ADA (2014 Edition)

Keywords

Companion, Comfort
## Approval Signatures

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