



Service Animal and Assistance/Support Animal Expectation Acknowledgement Form

Service Animals

INQUIRIES

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.

In an effort to minimize the frequency of inquiries from staff about whether an animal qualifies as a Service Animal for a particular student, the Campus Living & Compliance team will provide, upon the request of the student, written confirmation in the form of a letter for the student. This will minimize the number of inquiries in University Residences and Purdue Dining & Culinary.

EXPECTATIONS

1. The Service Animal must be under the full control of the Handler at all times. 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-in-training are not Service Animals under the ADA; however, Indiana Code 16-32-3-2 allows service animals-in-training the same access as trained Service Animals while undergoing training by their Handler.
3. Provide updated Service Animal health documentation. Service Animal Handlers remaining in University Residences must submit updated health documentation prior to the expiration of vaccinations required by Indiana State Law. Additionally, a recent picture of the Service Animal must be provided to University Residences.
4. Manage animal relief and waste in a sanitary manner. The Handler is responsible for immediately removing and properly disposing of animal relief and waste deposited on University grounds or within the facilities. If the Handler is not physically able to manage animal relief and waste, the Handler is responsible for designating an individual to manage waste removal. Proper disposal of animal waste is defined as depositing the bagged waste directly into the residence hall/University Residences Boiler Apartment outdoor trash dumpster or any outdoor trash receptacle. Animals that create waste outdoors should do so in the grass area and not in flower beds, shrubs, sidewalks, or areas of student activity. Animal waste must be immediately retrieved and placed in a



- sturdy disposable bag and tied securely before disposing of it in the outdoor trash dumpster. If dumpster is unavailable, depositing the bagged waste in an outdoor trash receptacle will suffice. If an animal vomits, urinates, or defecates on the wall, floor, steps, or sidewalk of a University facility, the Handler must make a reasonable and timely effort to clean up the animal waste. Individuals with disabilities who are not physically able to clean up after their own animals must designate another student or guest to assist with cleaning up the animal waste.
5. Be responsible for property damage caused by the Service 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 Service Animal.
 6. Be responsible for flea, tick, or pest damage or infestation caused by the Service Animal. The Owner's residential unit 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. The odor of an animal shall not emanate from the Handler's privately assigned quarters and shall not disrupt the residential community. Regular and routine cleaning of floors, kennels, and animal bedding is required. Waste disposal via plumbing and use of University Residences showering facilities for an animal is prohibited in all residence halls and apartments.
 8. The Service Animal Handler understands that University Residences may disclose the presence of an animal in the Handler's assigned room, or the presence of an animal with the Handler when the Handler is assigned to a new space, to potential roommates/suitemates for the purposes of equitable housing accommodation for all students. This includes, but is not limited to, the room selection and roommate selection phases of the reapplication process for the following academic year.
 9. Etiquette of the Service Animal should be unobtrusive to other individuals and the living environment. The Handler should ensure that the Service Animal 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.



Assistance/Support Animal

REQUEST PROCESS

Residents must submit appropriate documentation to the Disability Resource Center for an assistance/support animal. Requests should be sent via processes outlined at the following website:

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

Once approval is granted, residents are notified by University Residences when they can bring their assistance/support animal into their private living quarters.

EXPECTATIONS

1. Purdue students must receive approval from the Disability Resource Center and University Residences to have an assistance/support animal live with them before bringing an assistance/support animal to University Residences. Any unapproved animal found in University Residences must be removed by the Owner within 24 hours and the Owner may receive disciplinary action. Assistance/support animals cannot reside in University Residences during the approval process.
2. Keep the animal in the assigned residential unit. An assistance/support animal must be contained within the Owner's privately assigned room, except to the extent that the Owner is taking the assistance/support animal outside for natural relief. During transit, assistance/support animal must be taken out of the building by way of the shortest, most direct path and must be maintained under standard restraints such as a leash and collar or kennel when outside residential unit. An assistance/support animal is not permitted in other students' rooms or the communal 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.
3. Maintain control over the assistance/support animal. The assistance/support animal must be under the control of the Owner at all times, and the Owner is responsible for ensuring the assistance/support animal does not disrupt the residential community. The Owner is responsible for ensuring that the assistance/support animal is contained, as appropriate, when the Owner is not present during the day while attending classes or other activities. When an assistance/support 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/support animal goes missing. University staff are not responsible for the retrieval of the assistance/support animal in the event the animal escapes or becomes lost. If an assistance/support animal is found running at large, the animal is subject to capture, confinement, and immediate removal from University Residences.
4. Ensure the assistance/support 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/support animal unattended for 12 hours or longer may result in immediate removal of the assistance/support animal and/or discipline for the Owner. University personnel shall not be required to provide care or food for any assistance/support 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.
5. Unless expressly approved by University Residences, the assistance/support animal may not be left unattended overnight in the residential facilities to be cared for by another student. The assistance/support animal must be taken with the Owner if they leave campus overnight or for a period longer than 12 hours.
 6. 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. Proper disposal of animal waste is defined as depositing the bagged waste directly into the residence hall/University Residences Boiler Apartment outdoor trash dumpster or any outdoor trash receptacle. Animals that create waste outdoors should do so in the grass area and not in flower beds, shrubs, sidewalks, or areas of student activity. Outdoor animal waste, such as dog feces, must be immediately retrieved and placed in a sturdy disposable bag and tied securely before disposing of it in the outdoor trash dumpster. If dumpster is unavailable, depositing the bagged waste in an outdoor trash receptacle will suffice. Litter boxes and cages need to be kept clean, with odors reasonably limited. The odor of an animal shall not emanate from the Owner's privately assigned quarters and shall not disrupt the residential community. Litter boxes and cages must be cleaned daily, and litter be fully replaced every two weeks. Bedding in cages must be fully replaced once per week. Indoor animal waste, such as cat litter, must be placed in a sturdy disposable bag and tied securely before disposing of it in the outdoor trash dumpster or outdoor trash receptacle. Regular and routine cleaning of floors, kennels, cages, litter boxes, and tanks are required. Waste disposal via plumbing is prohibited in all residence halls and apartments. If an assistance/support animal vomits, urinates, or defecates on the wall, floor, steps, or sidewalk of a University facility, the Owner must make a reasonable and timely effort to clean up the animal waste. Individuals with disabilities who are not physically able to clean up after their own animals must designate another student or guest to assist with cleaning up the animal waste.
 7. Be responsible for flea, tick, or pest damage or infestation caused by the assistance/support animal. The Owner's residential unit 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.



8. Be responsible for property damage caused by the assistance/support 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/support animal.
9. Notify the DRC if the assistance/support animal is no longer needed or is no longer in University Residences. The Owner must notify the DRC in writing if the assistance/support animal is no longer needed or is no longer in the residential facilities. To replace a previously approved assistance/support animal, the new animal must be necessary because of the Owner's disability, and the Owner must contact the Residential Accommodations Coordinator when requesting a new animal.
10. Owners remaining in University Residences must submit updated animal health documentation prior to the expiration of vaccinations required by the state of Indiana. Additionally, a recent picture of the assistance/support animal must be provided to University Residences before receiving approval to bring the assistance/support animal to campus.
11. The Owner with an approved animal understands that University Residences may disclose the presence of an animal in the Owner's assigned room, or the presence of an animal with the Owner when the Owner is assigned to a new space, to potential roommates/suitemates for the purposes of equitable housing accommodation for all students. This includes, but is not limited to, the room selection and roommate selection phases of the reapplication process for the following academic year.



Noncompliance of University Residences and Purdue Dining & Culinary Expectations

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.

REMOVAL

Assistance/support or Service Animals may be removed from University facilities or grounds in certain situations including, but not limited to, if the animal:

1. Is unreasonably disruptive and not brought under the control of the Handler/Owner;
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; or
4. Is not housebroken.

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](#)



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 crime deterrent effects of an animal’s presence and 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/support animal into University Residences housing.

Assistance/Support Animal:

An assistance/support animal is one that is necessary to afford the person with a disability an equal opportunity to use and enjoy University Residences housing. An assistance/support animal may provide physical assistance, emotional support, calming, stability, and other kinds of assistance. Assistance/support animals do not perform work or tasks that would qualify them as “Service Animals” under the ADA.

Guest:

Access to Campus Areas:

Individuals with disabilities who utilize Service Animals, as defined by the U.S. Department of Justice, may bring their Service Animals with them to all areas of campus where the public is normally allowed to go without requesting permission. The University may prohibit the use of Service Animals in certain locations because of health and safety restrictions (e.g. when the animal’s presence could compromise the integrity of research or teaching, present a health or safety risk, or put the Service Animal in danger). Restricted areas may include, but are not limited to, research laboratories, classrooms with research or demonstration animals, areas where protective clothing is necessary, custodial closets, boiler rooms, facility equipment rooms, wood and metal shops, and rooms with heavy machinery. Faculty, staff, students, and visitors to the University who use a Service Animal and believe they need access to a restricted area must first request access by contacting the campus office listed at the link below.

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

Requests should be made as far in advance as possible to allow adequate time for review of the request through an interactive process with the requester and for consultation with relevant university representatives. Owners living in University Residences housing with an approved assistance/support animal are allowed to have the animal in their assigned room(s) and all communal areas of their building such as hallways, elevators, and stairwells for the purpose of accessing their assigned room or exiting to the outdoors. Owners may not take, under any circumstances, their assistance/support animals into other student rooms, into other residence halls on campus, into dining centers, or any other campus area or building.



Acknowledgement

By my signature below, I verify that I have read and understand the Service Animal and Assistance/Support Animal Guidelines for University Residences and Purdue Dining & Culinary. I agree to abide by the policies, procedures, and owner responsibilities stated in these guidelines. I understand that the University reserves the right to amend these guidelines at any time and that the current version will be made available to me when requested.

Owner Name

Date

Owner Signature