

**UW-Eau Claire Housing and Residence Life**  
**Assistance Animal Policy and Processes**

**I. Policy Statement**

It is the policy of the University of Wisconsin–Eau Claire that assistance animals are generally permitted in Housing and Residence Life residence halls on the UW–Eau Claire campus as described below.

**II. Definition**

“Assistance animal” is an animal that:

- is prescribed to an individual with a disability by a licensed healthcare or mental health professional; and
  
- is necessary to afford a person with a disability an equal opportunity to use and enjoy Housing and Residence Life residence halls.

**III. Determination**

a. UW-Eau Claire provides reasonable accommodations for persons requesting an assistance animal in residence halls. The determination of whether an assistance animal will be permitted in residence halls is made on a case by case basis through an interactive process involving the individual requesting the accommodation and relevant campus personnel. In all cases, the needs of the individual are balanced with the impact of an animal on other campus residents, patrons or programs.

b. In order for an assistance animal to be considered a reasonable accommodation in Housing and Residence Life residence halls, there must be current verification of need from a licensed physician, psychiatrist, social worker, or other mental health professional provided to Housing and Residence Life that:

- i. verifies that the person has a physical or mental impairment
- ii. describes the needed accommodation, and
- iii. identifies how the person’s physical or mental impairment will be alleviated by the presence of the assistance animal.

c. All requests for assistance animals in residence halls are subject to review at the start of fall and spring semester regarding proper control and care of the animal, and absence of disruption to the residence hall community.

#### IV. Process

- **Submit Request Form:** Students requesting assistance animals in Housing and Residence Life begin by completing the Assistance Animal Request form found in [My Housing Portal](#). Make sure to have supporting medical documentation as well as the below outline animal information as this is required to complete the form.
  - Animal Information (to help identify the animal, and reunite animal and owner if lost)
    - Animal Type
    - Animal Breed
    - Animal Color (s)
    - Animal Name
    - Vaccination Dates
    - Eau Claire License number and date
  - Answer the Question: Please briefly describe plans for animal care and confinement in the residence hall room:
- **Roommate Consent Form:** Roommate(s) (if applicable) will be sent a consent form and need to sign and return to Housing and Residence Life. All roommates or suitemates of the student must sign an agreement allowing the Approved Animal to remain in the residence room with them. This form will be provided to the roommates by Housing and Residence Life

--In the event that one or more roommates or suitemates do not approve, either the student and animal or the non-approving roommates or suitemates, as determined by the Department of Housing and Residence Life, may be moved to a different location.

- **Attend Meeting:** If verification from a licensed provider is met and all roommate consent forms returned, student will receive an email with instructions on how to set up a meeting with Housing and Residence Life personnel to discuss how to best accommodate the student, the assistance animal, and the campus community. The student will be required to bring current vaccination and health record information for the animal to this meeting (or ideally submitted in advance.)
- **Decision Emailed to Student:**
  - If request approved, only then, may the animal move in.
  - The Department of Housing and Residence Life will notify residential building staff and residents who may be impacted by this decision and/or have a legitimate educational interest in this matter, as appropriate and necessary to fulfill the University's obligations

## **V. Timeline**

It is recommended that students requesting an assistance animal as an accommodation should complete the form at least 60 days prior to the desired animal move-in date in order to best accommodate the student and the animal.

Students should anticipate that the process from form submission to decision may take approximately 30 days. This is often dependent on if animal is already secured or not, how quickly roommate(s) return necessary forms, and how quickly the student sets up the appointment with the Associate Director.

## **VI. Exclusions**

- Assistance animals are only allowed within a person's room in Housing and Residence Life residence halls, or other areas on campus where domesticated animals are permitted.
  
- Assistance animals may be excluded from all campus areas including Housing and Residence Life residence halls:
  - i. where its presence fundamentally alters the nature of a program or activity;
  - ii. if the animal is disruptive;
  - iii. if its presence would result in substantial physical damage to the property of others; or
  - iv. if it substantially interferes with the reasonable enjoyment of the area by others.

## **V. Requirements for Assistance Animals**

All UW-Eau Claire Housing and Residence Life residence halls residents who are provided an assistance animal accommodation must comply with all state laws and local animal ordinances, as well as all Housing and Residence Life residence halls policies and guidelines including, but not limited to, the following:

- a. Residents must provide appropriate food, water, and shelter for assistance animals;
  
- b. Residents must not allow assistance animals to be neglected nor abused;
  
- c. Residents are solely responsible for cleaning up and disposing of all animal waste (both indoors and outdoors) in a timely, effective fashion;
  
- d. Residents must not leave assistance animals alone in a residence hall room for an extended period of time or overnight to be cared for by another student. If the assistance animal is left alone in a residence hall room for an extended period of time or overnight or is not being properly cared for, Housing and Residence Life will attempt to contact the resident or the emergency contact to remove the animal; If this is not successful, Housing and Residence may notify the City of Eau Claire

Animal Control and request to have the animal removed. All costs associated with removing the animal shall be the responsibility of the resident;

e. Residents must comply with all required state and municipal license requirements, including current identification and vaccination tags when applicable; Assistance dogs must wear a current rabies vaccination tag as well as an emergency contact tag; Residents must provide requested verification of all veterinarian recommended vaccinations as well as proof of absence of communicable diseases, fleas and parasites and have an annual clean bill of health from a licensed veterinarian.

f. Residents must not allow assistance animals to disturb, annoy, sniff, lick or cause any nuisance to other members of the campus community;

g. Assistance animals are not permitted in any public, common spaces within the residence halls, including community/shared bathrooms, lounges, dining rooms, indoor recreational rooms, computer labs and study rooms.

h. Residents are responsible for any odors, noise, damage, or other conduct of his or her assistance animal that disturbs others or damages the premises;

i. Residents must be in full control of the assistance animal at all times.

j. Residents are solely responsible for the care and supervision of assistance animals; Housing and Residence Life residence halls assumes no responsibility for the care of a resident's assistance animal.

k. Housing and Residence Life staff shall have the right to relocate a student and his or her Approved Animal as necessary according to current contractual agreements.

## **VI. Visitors**

Service animals accompanying campus visitors are permitted in the residence halls. Assistance animals accompanying campus visitors are not permitted in the residence halls.

## **Section VIII. Removal of Approved Animal**

a. The University may exclude or remove an Assistance Animal through the assistance of a public safety officer (police or animal control) for any of the following reasons:

i. The student (or handler) is unable or unwilling to maintain proper control over the animal.

ii. The animal's presence creates a significant hazard to the residential, academic or workplace environment.

- iii. The animal's presence fundamentally alters or is disruptive to the workplace and/or learning environment or educational program.
  - iv. The animal is not housebroken.
  - v. The animal poses a direct threat to the health or safety of the student or others.
- b. In the event of a formal grievance or significant complaint addressing the concerns as outlined earlier in this agreement, the Director or Associate Director of Housing and Residence Life will determine whether the continuation of an assistance animal privileges accommodation will be terminated. If an assistance animal privilege is removed, the student, in concert with the Associate Director, will discern if and when the privilege will be reinstated.

## **IX. Appeals and Grievances**

Any person dissatisfied with a decision concerning an assistance animal may use the Grievance procedures found at <https://www.uwec.edu/kb/article/policies-grievance-policy-for-students-with-disabilities/>

## **X. Resources**

**UW-Eau Claire Services for Students with Disabilities Office ([ssd@uwec.edu](mailto:ssd@uwec.edu) or 715-836-5800) is able to assist students with a more comprehensive array of accommodations to those who document need,**

## **XI. History**

UW-Eau Claire Assistance Animal Policy approved October 2015.  
UW-Eau Claire Assistance Animal Policy approved November 2019.