

SOP Title:	Assistance Animal Procedure
SOP Owner:	Disability Services
Council:	Leadership Team
Initial Approval Date:	2/4/2019

1. Purpose

To educate employees regarding the policies and procedures for assistance animals in REF-Owned student housing.

SWTC acknowledges its responsibility to permit students with disabilities to receive accommodations in housing as required by the Americans with Disabilities Act, the Fair Housing Act, and Section 504 of the Rehabilitation Act.

2. Scope

This procedure addresses the use of assistance animals in REF-Owned student housing.

3. Definitions

An assistance animal is not a pet. It is an animal that works, provides assistance, or performs tasks for the benefit of a person with a disability, or provides emotional support that alleviates one or more identified symptoms or effects of a student’s disability. An assistance animal does not need to be trained and is not limited to any specific type of animal.

4. Responsibilities

The **Office of Disability Services** will coordinate assistance animal requests from students who register through the office.

5. Procedure

SWTC will consider a request by a student for an assistance animal in REF-Owned Student Housing. Students seeking an assistance animal should make a request to the Office of Disability Services in the same manner as other requests for accommodations. Upon receipt, a Disability Services Specialist will require documentation of a disability and the student’s need for an assistance animal.

The student will be asked to sign an assistance animal agreement and will be required to agree to the following terms:

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- Keep the animal in the apartment unit and out of common areas in the housing facility (laundry, study lounge etc.) except to the extent the student is taking the animal out for natural relief (animal must be harnessed or leashed during these times). The animal is prohibited on all other areas on campus;
- Ensure the animal is under the student’s control;
- Abide by state and local vaccination and licensing laws;
- Ensure the animal is well-cared for and not left alone for unreasonably long periods of time;
- Be responsible for all damage caused by the animal;
- Be respectful of other students who reside in the housing community; and
- Inform disability services if the animal is no longer needed.

SWTC may require a student to remove an assistance animal from the REF-Owned housing if any of the following occurs:

- The animal poses a direct threat to the health or safety of others;
- The animal creates an unmanageable disturbance or interference with the student’s housing community;
- The animal causes damage (other than normal wear and tear) to SWTC property or the property of others;
- The presence of an animal results in a fundamental alteration of SWTC’s program; or
- The student does not comply with this policy or the requirements set forth in the assistance animal agreement.

The decision to require a student to remove an assistance animal from REF-Owned housing will be made by SWTC administration.

6. *References*

Americans with Disabilities Act, Fair Housing Act, and Section 504 of the Rehabilitation Act.

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7. *Related Documents*

Southwest Wisconsin Technical College Policy: Assistance Animals in REF-Owned Student Housing
 Final Assistance Animal Agreement
 Final Assistance Animal Medical Provider Form
 Final Vet Verification Form
 Roommate Form

Document Revisions

Explanation of Change:	Contact:	Date:
Forms added to Related Documents	Chris Bowers	6/12/19