

## Service Animal Procedure

### Intent

The University of Wisconsin – Whitewater is committed to serving our students, staff, faculty, and visitors with disabilities. The following procedure identifies how individuals with service animals may request accommodation.

### Scope

This procedure applies to all University students, employees, and visitors who have a service animal.

### Definitions

**Service Animals.** A dog or in rare cases a miniature horse that is 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. Service dogs or other animals are working animals, not pets. Dogs or other animals whose sole function is to provide comfort or emotional support do not qualify as service animals.

**Service Animals in Training.** Wisconsin law allows service dogs in training and other service animals in training to be admitted to facilities open to the public, unless the presence of the service animal in training would jeopardize the safe operation or fundamentally alter the program, service or activity in the location. Service animals in training must wear a harness OR leash and special cape and remain under the control of the trainer at all times. Service animals-in-training are not protected by the ADA, are not considered a reasonable accommodation for a disability, and are subject to restrictions not placed on fully trained service animals that perform work or tasks for a person with a disability.

**Emotional Support Animal (ESA).** An animal that alleviates one or more identified symptoms or effects of a person’s disability. An emotional support animal is recognized as a reasonable accommodation for a person with a disability under the federal Fair Housing Act (FHAct, 42 U.S.C.A. 3601 et seq.). A person with an ESA has a disability and the ESA mitigates the impact of the disability enabling the person to living more successfully in the dwelling.

Please note: Emotional Support Animals (ESAs) do not apply to this Procedure and its corresponding Practice Directive. The ESA definition is provided for clarification purposes only.

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## Procedure

This procedure provides guidance regarding:

- service animals on UW-Whitewater grounds and at campus-related programs;
- when a service animal may not be allowed on campus; and
- how to file an appeal for denied service animal requests.

## Minimum Requirements

The university requires individuals utilizing a service dog or other service animal on campus to adhere to the following, in accordance with the City of Whitewater’s Municipal Code:

- **Rabies Vaccination:** Service dogs must have received current immunization for rabies in order to qualify for licensing.
- **Licensing:** Applications for licenses must be made within thirty (30) days after obtaining a dog over five (5) months of age. Nonresidents keeping a dog within the city for longer than thirty (30) days must also submit an application for licensing to remain compliant with Municipal Code. **Please note that service dogs receive their license at no cost.**
- **Owner ID and Other Tags:** Dogs are required to wear their licensing tag at all times when off the owner’s premises, except under any organized show or training situation.
- **Restraint/Control:** Dogs must be under personal or direct supervision such as voice command or chain/leash.

## Student Accommodation Process

UW-Whitewater allows students to self-identify their disability/disabilities, and request accommodations. Therefore, students may choose to have their service animal included as a reasonable accommodation on their accommodation plan developed with the Center for Students with Disabilities; however, this is not required unless living in the residence halls.

Under certain circumstances, individuals may be asked to verify they have a disability-related need for their animal (unless the disability is readily apparent or known). If an individual refuses to provide the above information, the University may refuse to allow the animal to enter or remain on campus property.

See below for more information about the procedure students follow if they wish to include their service animal in an accommodation plan with the Center for Students with Disabilities, or live in University Housing with a service animal:

Step	Action
1.	Go to the <a href="#">Center for Students with Disabilities website</a> .
2.	Click on “Policies and Procedures” and select the <a href="#">“Application for Accommodation Services” form</a> .

3.	<p>Complete and submit the <a href="#">Application for Accommodation Services form</a> and additional required items (verification of disability, service animal vaccination history, license, and annual clean bill of health, or other relevant documentation) to:</p> <p>Center for Students with Disabilities        800 West Main St.        2002 Andersen Library Building        Whitewater, WI 53190-1790</p>
4.	CSD will review the request and set up time for an interactive intake.
5.	The student will be contacted by CSD once their request has been approved or denied. <b>Note: <u>If the service animal will be residing in University Housing, proceed to Step 6 (below).</u></b>
6.	<p>Students will notify the Center for Students with Disabilities at least thirty (30) days prior to the desired move-in date in order for University Housing to best accommodate the student and the animal.</p> <p>If the need for a service animal arises during the school year, University Housing and CSD will work with the student to reach a determination as soon as practicable.</p> <p><b><u>Note: Residents are NOT permitted to have a service animal in University Housing prior to approval.</u></b></p>
7.	If all other criteria are met to establish person as an individual with a disability, as set forth by staff at the Center for Students with Disabilities, a meeting will be arranged between the student and University Housing to discuss how to best accommodate the student, the service animal and the campus community. At this time, students will be asked to review and sign a Service Animal Agreement Form that is specific to living in the Residence Halls.

**Job Applicants/Employees and Service Animals**

**Applicants**

All applicants for employment have the opportunity to identify themselves as persons with disabilities on a voluntary basis when submitting their application and request reasonable accommodations during the process.

**Employees**

Employees also have the opportunity to identify themselves as persons with disabilities and request reasonable accommodations at any point of employment.

Employee requests for disability accommodations, including requests to have a service dog or other service animal at work, are processed through the campus ADA Coordinator in the Office of Human Resources & Diversity.

See below for more information on how to request employee-specific accommodations:

Step	Action
1.	Go to the <a href="#">Human Resources &amp; Diversity website</a> .
2.	Click on “Forms” and select the <a href="#">“Disability Accommodation Request” form</a> .
3.	<p>Complete and submit the Disability Accommodation form, noting that you need a service animal as an accommodation. Additional required items may include verification of disability, service animal vaccination history (rabies), and license to:</p> <p>Human Resources &amp; Diversity  Hyer Hall 330  800 West Main Street  Whitewater, WI 53190-1790</p> <p><b>OR</b></p> <p>Email the completed form and additional required items to the ADA Coordinator at:  <a href="mailto:ADA_Coordinator@uww.edu">ADA_Coordinator@uww.edu</a></p>
4.	The ADA Coordinator will review the request and set up an interactive process.
5.	The employee will be contacted by Human Resources & Diversity, notifying them of the approval or denial.

### When a Service Animal May Be Asked to Leave, or is Prohibited in a UW-Whitewater Facility or Program

A service dog or other service animal may be asked to leave a UW–Whitewater facility or program if the animal’s behavior or presence:

- poses a direct threat to the health or safety of others,
- obstructs or impairs university programs, events or activities, or
- interferes with or impedes the ability of a person to participate in university activities.

A service dog or other service animal may also be excluded in areas where the presence of a service animal fundamentally alters the nature of a program/event/activity or is disruptive. Examples may include, but are not limited to, research labs, areas requiring protective clothing, food preparation areas, and primate labs.

### Visitors with Service Animals

A service dog or other service animal accompanying a visitor with a disability is welcome in all areas of campus that are open to the public. Specific questions related to the use of service animals on the UW-Whitewater campus may be directed to the ADA Coordinator.

## Appeals and Grievances

### Student

Any person dissatisfied with a decision concerning a service animal may reference the [Student Grievances, Complaints and Appeals webpage](#) for more information.

### Employee

Any person dissatisfied with a decision concerning a service animal may reference the [Disability Accommodations for Employees webpage](#) for more information.

### Resources:

[Service Animal Practice Directive](#)

[Center for Students with Disabilities](#) (Students)

[Application for Accommodation Services Form](#) (Students)

[Human Resources & Diversity Website](#) (Employees)

[Disability Accommodation Request Form](#) (Employees)

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## Administration:

### Approval Details

Approval Authority:	Federal Law: <a href="#">Americans with Disabilities Act of 1990</a> U.S. Department of Justice: <a href="#">U.S. Department of Justice FAQs about Service Animals and the ADA</a> Wisconsin State Law: <a href="#">Wis. Stat. 106.52</a> , <a href="#">2005 Wisconsin Act 354</a> UW System: <a href="#">Regent Policy Document 14-10</a> City of Whitewater: <a href="#">City of Whitewater Municipal Code</a> UW-Whitewater: <a href="#">Service Animal Policy</a>
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### Revision History

Version	Revision date	Description of changes	Author
1.0	11/01/2019	Procedure established	Quality Assurance Improvement Manager

### Contact People/Units

Contact People/Units:	ADA Coordinator
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### Keywords

Keywords:	Service Animal, Disability, Disability Assistance, ADA.
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