

CENTRAL WASHINGTON UNIVERSITY (CWU)  
UNIVERSITY HOUSING AND CENTER FOR DISABILITY SERVICES (CDS)  
POLICY AND PROCEDURES  
ON SERVICEANIMALS IN UNIVERSITY HOUSING

**Policy:**

Central Washington University complies with all federal and state fair housing laws and regulations which are applicable to university housing, including those related to assistive animals. The United States Department of Housing and Urban Development (HUD) compliance guidelines define assistive animals as those that are verified by a qualified medical professional.

The Center for Disability Services collects and reviews disability documentation from students who request accommodation in university housing. University Housing makes the formal decision regarding service animals in university housing.

**Procedures:**

All requests for housing accommodations/exceptions must be made through the following process:

Documentation of the disability should be sent to CDS by the student. Documentation provided by the student to University Housing will be forwarded by University Housing to CDS. Disability documentation is to be provided by a "qualified medical professional" (e.g., physician, psychiatrist, psychologist) and will include verification of a disabling condition and the rationale for the use of a service animal.

For new students, requests for housing accommodations are to be submitted along with the application for housing. The disability documentation will be forwarded by University Housing to CDS for disability determination. *All* requests for housing accommodations are to be submitted prior to the beginning of the quarter.

*Applying for housing and submitting requests for housing accommodations early is extremely important. Late requests significantly limit the University's ability to respond because University Housing is limited and a significant demand exists.*

CDS will review documentation submitted and may request that the student and/or medical professional provide additional information and/or clarification. Once all necessary information is gathered, CDS will notify University Housing of the disability determination.

Disability documentation will be stored in CDS confidential files.

The owner of the service animal is financially responsible for the animal's care and for ensuring that the animal behaves appropriately while on the CWU campus. The owner of the service animal is held financially responsible for property damage caused by the animal and personally responsible for the behaviors of the animal which violate CWU's student code of conduct and other University policies. The decision about whether disability-related documentation is adequate to establish that the student has a qualifying disability is made on an individual basis by CDS. Although University Housing has a "no pets" policy, service animals are not considered pets. Therefore, students whose request for service animals is approved by University Housing will be allowed to reside with the animal(s) in assigned spaces.

**CONTACT INFORMATION:**

Housing accommodation/exception requests should be sent to:

University Housing and New Student Programs  
Central Washington University  
400 E. University Way  
Ellensburg, WA 98926-7513  
phone: (509) 963-2735

Documentation of disability should be sent to:

The Center for Disability Services  
Central Washington University  
400 E. University Way  
Ellensburg, WA 98926-7431  
phone: (509) 963-2171

Approved by: Charlotte Juller Date: 5/25/10

VP for Student Affairs and Enrollment Management

[Responsibility: SAEM; Authority: HUD; Reviewed/Endorsed by: Cabinet/PAC; Review/Effective Date: 04/07/2010]