



University  
of Windsor

**Policy Title:** Service Animal in Residence Policy

**Date Established:** Historical Policy

**Office with Administrative Responsibility:** Housing & Residence Life

**Functional Area:** Operations

**Approver:** Director, Housing and Residence Life

**\*Revision Date(s):** November 2024

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### ***Purpose***

This policy outlines the process for residents requiring a service animal in residence.

### ***Scope***

This policy applies to all future and current residents.

### ***Definitions***

The definitions below are specific to the development and maintenance of this policy

1. "University of Windsor Service Animals on Campus Policy" refers to the main policy for the entire University and details definitions, expectations and procedures for service animals on campus which are assumed to be the same within this policy.
2. "Student Accessibility Services (SAS)" refers to the department on campus that supports students who have documented disabilities with accommodation, support and advocacy.

### ***Policy Statement***

The Office of Housing and Residence Life is committed to the full inclusion and participation of persons with disabilities in all aspects of university life and this includes welcoming the presence of service animals for our residents. Housing and Residence Life follows the University of Windsor Services Animals on Campus Policy with some additional requirements to ensure a successful residence experience for the resident and service animal.

Residents who are supported by a service animal must indicate the requirement on their residence application and must register their service animal for accommodation with Student Accessibility Services (SAS) prior to move-in day. If a service animal is required after move-in the Resident must register the animal with SAS and inform Housing and Residence Life by email prior to the animal being permitted in residence.

Following registration with SAS the Resident is required to meet with a member of the Housing and Residence Life staff to discuss residence specific cleaning and emergency procedure planning.

***Roles and Responsibilities***

1. The Resident is responsible for:
  - a. Registering a service animal with SAS and informing Housing and Residence Life prior to the animal moving in that they require a service animal.
2. SAS staff is responsible for:
  - a. Meeting with student and registering the service animal. Providing confirmation to Housing & Residence Life.
3. Residence Life Team Lead (or designate) is responsible for:
  - a. Meeting with student to discuss the residence specific requirements for cleaning and emergency preparedness
  - b. Complete emergency planning document with student and upload document into department database

***Review By***

Review each May



University  
of Windsor

**Title:** Procedures for Implementing Policy on Service Animals in Residence

**\*Date Established:** Historical Policy

**\*Office with Administrative Responsibility:** Housing and Residence Life

**Functional Area:** Admissions & Residence Life

**\*Approver:** Director, Housing & Residence Life

**\*Revision Date(s):** November 2024

### **Scope**

These procedures apply to the implementation of the Policy on Service Animals in Residence

### **Procedure**

1. Resident indicates in residence application that they require a service animal in residence. At the same time, they should register the animal with SAS.
2. Once registered with SAS the SAS advisor will inform Housing and Residence Life of the registration and provide Housing and Residence Life with the parameters the service animal must follow (ex. permitted only in resident's room, permitted in common areas etc.).
3. Resident schedules meeting with the Residence Life Team Lead to discuss cleaning requirements and to develop an emergency plan for service animal.
4. Residence Life Team Lead will follow up on any concerns if they are brought forward.