ASSISTANCE ANIMAL REQUEST PROCESS

Students requesting access to an Assistance Animal in Housing can expect the following process:

- Initiate the request for Assistance Animal by contacting ASC and obtaining a copy of Assistance Animal Policy, Housing Accommodation Request Form, and Provider Verification Form.
- Submit the completed Housing Accommodation Request Form to ASC for review.
  - If student has a letter from current treating provider, that letter should be submitted to ASC alongside the Housing Accommodation Request Form.
  - If student does not have a provider letter, or if provider letter is insufficient, student should give their current treating provider a copy of their completed Housing Accommodation request Form and a blank Provider Verification Form for their provider to complete and return to ASC.
- ASC reviews the letter or the Provider Verification Form when it’s received from the current treating provider.
  - Student will be notified if letter or form is incomplete or if additional information is required.
  - If additional information is needed, ASC will contact student to schedule an Assistance Animal Intake.
  - After Intake, student may be required to obtain additional documentation from provider.
- ASC contacts student to schedule a Policy Review appointment.
  - Student submits animal’s current licensing and vaccination records to ASC prior to Policy Review appointment.
- ASC contacts indicated housing location to obtain roommate contact information.
- ASC emails roommates regarding health concerns and/or allergies to specified animal.
  - ASC re-sends email after one week of no response received.
  - ASC will attempt contact twice.
  - No response is regarded as no health concern or allergy.
- ASC emails signed Policy and Agreement form, licensing, and vaccination records to Housing Administrators.
- Housing reviews Assistance Animal Policy with student within two business days.
• Housing returns form via fax or email to ASC.
• ASC notifies student of approval.
• ASC emails Official Assistance Animal Notification to student, Public Safety, and Housing.