

1. Personal Care Attendants

The Academic Support Center at CTX works with students with disabilities who use Personal Care Attendants (PCAs) to help students engage fully in a CTX education. Students who require a PCA must make arrangements to provide his/her own personal care services. A PCA must be an approved accommodation based on the documentation and discussion with the student.

The University does not assume coordination of or financial responsibility for such personal services. However, the University strongly believes that in order for a student who needs a PCA to have a university experience that is closest to the mission of the University, it is in the student's best interest to avoid having a family member, a friend, or another student for a PCA.

a) It is the student's responsibility to:

- 1) Contact the Director of the Academic Support Center prior to attending the University to discuss appropriate accommodations, including the role of the PCA on campus.
- 2) Indicate the need for a PCA on the residence hall application form and submit this form as soon as possible, if student will be living on campus and the PCA will have a need to access the residence hall. If the housing application is not submitted by the deadline, effort will be made to make the accommodation, but this may not be possible given limited appropriate residence hall spaces. All residential life policies will still apply.
- 3) Secure a PCA and Relief PCA(s) prior to the first day of classes. Create a plan of action if the usual PCA(s) is not available. (Relief PCAs who are not current students are subject to the same expectations as usual PCAs, including background checks and sexual offender registry check.)
- 4) Insure that the PCA(s) meets with the Director of the Academic Support Center and signs an *Agreement/Expectations form for Personal Care Attendants* prior to providing service on campus.
- 5) Notify Residence Life if a double room, without a roommate is an approved accommodation. Share the double room with the PCA, if the student is living on campus and the PCA will remain overnight. If the live-in PCA is not a current CTX student, only the student will pay a room charge (the PCA, lives on campus in the same room for no charge). If the PCA is a currently registered CTX student, the PCA will also pay a room charge.

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- 6) Sign a statement indicating awareness that the student is responsible for any policy violations by the PCA, just as all residents are responsible for the behavior of their guests.
- 7) Pay all expenditures of the PCA if the student chooses to participate in an off-campus event, such as: study programs, field trips, or events whether academic or Student Services sponsored.
- 8) Pay all the expenditures of the PCA if the student chooses to participate in on-campus events which require additional expense (e.g. Etiquette Dinner).
- 9) Follow the College's policies and procedures, and abide by the Student Handbook.

b) It is the College's responsibility to:

- 1) Request, review and evaluate documentation in a timely manner, via the Director of the Academic Support Center, and be available for individual consultation as necessary. The Director of the Academic Support Center will also determine which, if any, accommodations are warranted, based on the conversation with the student and review of the student's documentation.
- 2) Coordinate, via the Director of the Academic Support Center, appropriate academic/classroom accommodations and also refer the student to services available to all students, such as tutoring, as appropriate.
- 3) Provide the PCA with a room key. All room keys including that of the PCA are the responsibility of the student. See the Student Handbook for the key replacement policy.
 - a) Two keys to the room assigned to the PCA will be distributed to the resident. The resident is responsible for immediately reporting any keys that are lost or otherwise unaccounted for.
 - b) Residence Hall staff will not be expected to provide hall/room access to PCAs.
 - c) The PCA will be issued an access card to enter the designated hall(s) only.
 - d) Basic furnishings like those provided to all residents will be provided in the PCA room.
 - e) Any damages or charges to the PCA room or any other CTX property by the PCA will be the resident's responsibility.

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- f) The resident is responsible for signing the Room Inventory Form for the PCA room.
 - 4) Confer, via the Director of the Academic Support Center, with the student, the PCA, and the relevant faculty and staff to determine the specific role of the PCA in the classroom(s) and on campus.
 - 5) Act, via the Director of the Academic Support Center, as an intermediary between the student and the relevant offices (police department, residential life, library, etc.) when appropriate and necessary. However, this does not absolve the student from fulfilling any responsibilities detailed above or advocating and/or negotiating for himself or herself when appropriate.
 - 6) Issue special IDs to non-student PCAs once the PCA has passed the background check and sexual offender registry check, signed the *Agreement/Expectations form*, and presented him or herself to the Police Department for a photo ID.
- c) *It is the PCA's responsibility to:***
- 1) Undergo an annual background check and sexual offender registry check via the Human Resources Office at CTX if the PCA will remain on campus overnight.
 - 2) Assist in the physical mechanics of accomplishing homework (e.g. type a paper or write out a proof), but not provide intellectual content or tutoring. The student who accepts the intellectual assistance of a PCA may be considered in violation of the Academic Honesty Policy (See the Academic Catalog for policy).
 - 3) Allow the student to take responsibility for his/her own behaviors and choices. The PCA is not to take initiative in negotiations or to advocate on behalf of the student, including communicating with faculty, staff or others. PCAs should refrain from interceding or intervening on behalf of any student unless someone is in immediate danger or the PCA is acting on his/her own as a good citizen.
 - 4) Refrain from participating in or disrupting classes. The PCA should remain outside of the classroom, unless documentation supports the need for the PCA to be in the classroom with the student. PCAs may help the student before and after class with personal tasks (e.g. plug in laptop, turn on tape recorder). The specific determinations in this area are made on a class-by-

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class basis in consultation with the Director of the Academic Support Center and, when appropriate, with the faculty member.

- 5) Wear the special CTX ID visibly at all times that s/he is on campus. Events which are open to all students will be available to the PCA when accompanying the student. PCAs must not use their ID for personal access to college facilities, attendance at college community only events, personal use of college resources (including network activities) or to check out college equipment. Access to college residence halls and services will be determined by the Director of the Academic Support Center and the Director of Residence Life.
- 6) Arrive and depart campus as agreed upon for assisting the student, unless attending an event which is open to the public.
- 7) Refrain from eating cafeteria food while in the dining hall, unless the food has been purchased for the PCA (by the student or PCA).
- 8) Use responsibly any access to college facilities, equipment, resources, and network activities. Follow all University's policies and procedures, rules, regulations, and abide by the Student Handbook.
- 9) Obtain a parking permit, park vehicle in designated parking areas & follow all parking regulations unless explicit, advance exceptions are made by the Police Department in consultation with the Director of the Academic Support Center. Pay all parking fees or fines incurred.

d) Non-Compliance to Policy

See the Disability Support Services Student website
www.concordia.edu/accommodations for the Grievance & Appeal Procedures.