



Personal Care Attendant Policy and Agreement

Students with disabilities who need assistance with daily living activities within a residential setting and/or classroom should retain the services of a Personal Care Attendant (PCA). A PCA provides personal care or assistance in daily living activities, such as dressing, transferring to and from a wheelchair, feeding, personal hygiene and navigating the campus.

An otherwise qualified student who requires PCA services is responsible for making arrangements to provide for his/her own personal attendant service. The University does not assume coordination or financial responsibilities for PCA services.

The Student's Responsibility

It is the student's responsibility to secure a PCA prior to attending any college-related activity, i.e. orientation, placement testing, registration, and class attendance. (The University will not be responsible for providing a PCA on an interim basis.)

Student must ensure that each PCA registers with Student Disability Services and signs the Personal Care Attendant Policy and Agreement.

Student must ensure that if PCA personnel changes occur during the semester, the student and the new PCA registers with the SDS Office and signs a new PCA Policy and Agreement form.

Student must ensure that all KSU ID cards and/or campus residence keys issued to PCAs are immediately returned to the SDS Office in the event a PCAs employment with the student is terminated.

Student must have a backup plan or alternative plan of action should the regular PCA not be available to work with the student on a particular day or in a particular class.

Student must follow the KSU's policies and the KSU Student Handbook.

The Personal Care Attendant's Responsibility

It is the PCAs responsibility to adhere to Kennesaw State University Code of Conduct as well as any and all other University policies, rules, regulations, and procedures.

Conduct him/herself in a courteous and professional manner while on campus.

Not discuss any confidential information about the student with faculty, staff, or students.

Allow the student to take responsibility for his/her own progress and/or behavior.

Refrain from contact with or asking questions of faculty, staff, or others on behalf of the student, unless requested by the student directly.

Refrain from intervening in conversations between the student and faculty, staff or other students.

Refrain from working on, completing or assisting with any of the student's academic assignments including exams.

The PCA may assist the student before and after class as needed, but should wait outside the classroom unless assistance during class is deemed appropriate or necessary and approved by Student Disability Services for students.

Understand that access to student's campus residence is only allowed when the student is on campus.

If the PCA violates University policies, rules, regulations or procedures, SDS may determine that the PCA may no longer assist the student on campus. If this occurs, it is the student's responsibility to secure the services of another PCA.

Student Signature:

Date:

PCA Signature:

Date: