



Agreement of Understanding of Personal Care Attendant (PCA) Policies

The University of Michigan Dearborn makes every reasonable effort to accommodate individuals with disabilities as addressed by the Americans with Disabilities Act. In keeping with this commitment, Personal Care Attendants (PCAs) may be necessary to address the personal needs of a student with a disability so they can participate in the University's activities, services, and programs. In order for the student who requires PCA services to have the same independent experience as all other college students, it is in the student's best interest to hire an impartial PCA who is not a family member or close friend. An otherwise qualified student who requires personal attendant services must make arrangements to provide for their own personal attendant service. The College does not assume coordination or financial responsibilities for personal attendant services.

It is the student's responsibility to:

- Submit appropriate documentation to Disability and Accessibility Services that supports the necessity of having a PCA.
- Secure a PCA prior to attending any college-related activity i.e. placement testing enrollment and class attendance. (University of Michigan Dearborn will not be responsible for providing a PCA on an interim basis).
- Ensure that each PCA registers with Disability and Accessibility Services and signs the Personal Care Attendant Agreement each academic year.
- Ensure that if personnel changes occur during the semester, the student and the new PCA registers with Disability and Accessibility Services and sign a new PCA Agreement Form.
- Direct the activities of the personal care attendant while at the University of Michigan Dearborn.
- Have a back-up plan or alternative plan of action should the regular PCA not be available to work with them on a particular day or in a particular class. This is not considered an excused absence.
- Follow the [University's policies](#) and abide by the [Student Code of Conduct](#).
- Pay for all PCA services, including but not limited to housing and meal plans if living on campus.

A PCA is expected to:

- Follow all applicable University policies, rules, regulations, and procedures.
- Assist the student before and after class but wait outside the classroom (unless deemed appropriate by documentation and approved by the Disability and Accessibility Services Office).
- Allow the student to take responsibility for his/her own progress or behavior.
- Refrain from contact with or asking questions of faculty, staff, or others on behalf of the student.

- Refrain from intervening in conversations between the student and faculty, staff or other students.
- Refrain from discussing any confidential information about the student with faculty, staff, or students.

If a PCA fails to abide by the above policies and procedures, the Disability and Accessibility Services Coordinator and/or Director, may make a determination that the PCA will not be allowed to accompany the student to the classroom and/or other University sites.

AGREEMENT: I understand and agree to the guidelines as outlined above.

Student _____ Date _____

Personal Care Attendant _____ Date _____

Disability Coordinator _____ Date _____

Personal Care Assistant (PCA) Policies and Procedures

The University of Michigan Dearborn makes every reasonable effort to accommodate students with disabilities who are otherwise qualified to attend college as defined by the Americans with Disabilities Act (ADA). In keeping with this commitment, Personal Care Assistants (PCAs) may be necessary to address the personal needs of a student with a disability so he/she may participate in the College's activities, services, and programs. PCAs are NOT allowed to stay in the classroom unless given permission as indicated on the current Letter of Accommodation. The specific determinations in this area are made on an individualized and class-by-class basis, in consultation with the Office of Disability Services. A student who requires personal assistant services must make arrangements to provide for his/her own personal assistant service. It is in the student's best interest to hire an impartial PCA who is not a family member or close friend. However, the University of Michigan Dearborn recognizes that a family member or friend may be called upon to perform this service.

PCAs may perform one or more of the following duties:

- Carry or hold books, materials or personal items for the student
- Manipulate books, materials or personal items for the student
- Help the student move around in the environment
- Help the student transfer from a wheelchair to a chair
- Reposition a student in a wheelchair or a chair
- Address other needs as they arise, but which do not violate the policies outlined below

PCAs are expected to:

- Follow all University of Michigan Dearborn regulations, including but not limited to standards and expectations outlined in the University of Michigan Dearborn Student Handbook.
- Conduct him/herself in a courteous and professional manner while on campus and in the classroom.

- Allow the student to take responsibility for his/her own academic progress and/or behavior.
- Refrain from working on or completing any of the student's academic assignments.
- Not engage in disruptive or distracting behavior. Examples of such behavior include, but are not limited to, conversing with the student or others, personal use of electronic devices, reading, eating, etc.
- Refrain from contact with or asking questions of faculty, staff or others on behalf of the student.
- Refrain from contact with or asking questions of faculty, staff or others on behalf of yourself.
- Refrain from discussing any confidential information about the student with faculty, staff or students, in or outside of class.
- Refrain from actively participating in the class.
- Refrain from actively participating in the testing or assessment process.
- Refrain from carrying on conversations with the student during class.
- Not photograph or record any classroom activity.
- Sign the Personal Care Assistant Agreement and return it to the Office of Disability and Accessibility Services each academic year.