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| Policy Number/Title: | 3.8.1.2 Personal Care Attendant Policy and Agreement |
| Effective Since: | 10/01/2016 |
| Last Revision Approved: | 10/01/2016 |
| Responsible Officer: | Office of Accessibility; Student Affairs |

1. Scope:

Student's with a disability(s) who need the assistance of an individual (not affiliated to the campus) to provide services and direct care that assist the student in aspects of daily life, which enable the student to actively participate in campus and campus related activities.

2. Definitions:

This section was intentionally left blank.

3. Policy:

Winthrop University is committed to reasonably accommodate individuals with disabilities, in compliance with the Americans with Disabilities Act (including Amendments, 2008) and Section 504 of the Rehabilitation Act of 1973. Personal Care Attendants (PCAs) may be necessary to address the personal needs of a student with a disability, to enable participation in the university's services, activities, and programs. An otherwise qualified student who requires PCA services should hire an impartial PCA who is not a family member or close friend. The university does not assume any responsibilities for a PCA.

4. Procedures:

Student Responsibility

- Contact the Office of Accessibility (OA) to discuss the necessity for a PCA.
- Secure a PCA prior to attending any university-related activity. (The university will not be responsible for providing a PCA on an interim basis.)
- Ensure that each PCA registers with OA and signs the PCA Agreement each academic year; personnel changes require new PCA registration with OA.



- Direct the activities of the PCA while at the university.
- Plan for a back-up should the regular PCA be unavailable.
- Follow the university's policies and abide by the Student Handbook.
- Pay for all PCA services, including but not limited to housing and meal plans if living on campus.

PCA Responsibility

- Adhere to Winthrop University's Code of Conduct, as well as any and all other 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 OA.
- Allow the student to take responsibility for his/her own progress or behavior.
- Refrain from contact with, or asking question of faculty, staff, or others on behalf of the student, including any discussion of confidential information.
- PCAs may not serve as proctors.
- Follow the university's PCA Policy

Winthrop University Responsibility

- Provide academic or program access via reasonable accommodations, as determined by OA.

Winthrop University is not responsible for providing personal services. Examples of those services may include, but are not limited to: transfer from a car/van to a wheelchair; transportation to/from the classroom; administering medication; addressing toilet, feeding, or dressing needs.

If the student or a PCA fails to abide by the above procedures, OA may make a determination that the PCA will not be allowed to accompany the student on campus. If necessary, disciplinary action may be taken for inappropriate behavior as defined in the Student Code of Conduct.



Winthrop University acknowledges consulting and copying polices from other institutions in the development of this policy.

5. Resources:

Winthrop Student Handbook:

<https://www.winthrop.edu/studentconduct/winthrop-university-student-handbook.aspx>

6. History of Revisions:

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| 10/01/2016 | Minor revisions |
| 01/01/2015 | Policy first established |

7. Approvals:

Responsible Officer Signature/Date:

Vice President/Senior Administrator Signature/Date:

President Signature/Date: