



Stevens Institute of Technology 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 needed to address the personal needs of a student with a disability so that they can participate in the University's activities, services, and programs. A PCA is defined as a person who provides personal care/assistance (chronic or temporary) to a student with a disability or other health care needs with activities of daily living including nursing services or assistance with normal life functions.

Personal Care Attendant Policy and Contractual Agreement

For the student who requires PCA services to have the same independent experience as all other Stevens 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 plan to provide for their own personal attendant service. The University does not assume coordination or financial responsibilities for personal attendant services.

It is the student's responsibility to:

1. Submit proper documentation to the ODS that verifies the requirement of having a PCA.
2. Provide proof of a PCA background check (If the PCA will be living with the student on campus).
3. Secure a PCA prior to participating in any university-related activity i.e. placement testing enrollment and class attendance. (The University will not be responsible for securing a PCA even on a temporary basis.)
4. Ensure that each PCA registers with ODS by signing the Personal Care Attendant Contractual Agreement each academic year.
5. Ensure that the ODS will be immediately notified if PCA personnel changes occur during the semester and direct the new PCA to sign an Agreement Form as soon as possible.

6. Regulate the involvement of the PCA while they are on the job and on campus.
7. Have an alternative plan of action should an assigned PCA not be available to work on a particular day, at a certain time, or in a specific class.
8. Establish a plan of payment for all PCA services, including but not limited to meal plans before becoming involved in any University related activity. If approved by the ODS, a student may be eligible to receive an extra bed free of charge available for a PCA. Requests for housing accommodations involving PCAs will be reviewed by the ODS on a case-by-case basis.

A PCA is required to:

1. Follow all applicable University policies, rules, regulations, and procedures.
2. Assist the student before and after class but wait outside the classroom (unless deemed appropriate by documentation and approved by ODS).
3. Allow the student to take responsibility for their own progress or behavior.
4. Refrain from contact with or asking questions of faculty, staff, or others on behalf of the student.
5. Refrain from intervening in conversations between the student and faculty, staff or other students.
6. Refrain from discussing any confidential information about the student with faculty, staff, or students.
7. Follow the University's PCA Policy.

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

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

Student

Date

Personal Care Attendant

Date

Director of Disability Services

Date