



| Policy Title | Personal Care Attendant Policy |
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| Policy Number | 4201 |
| Category | Student |
| Applicability | College-wide |
| Responsible Office | Office of Disability Services |
| Effective Date | May 19, 2025 |

I. Policy Statement

Suffolk County Community College is dedicated to providing students equal and comprehensive access to college-wide programs, services and campus facilities. The Office of Disability Services will coordinate reasonable accommodations and auxiliary aids and services designed to ensure full participation and equal access for students with disabilities. Students who seek reasonable accommodations must register with the Office of Disability Services. The Office of Disability Services reviews all requests for reasonable accommodation on an individualized and case-by-case basis.

The College recognizes that a Personal Care Attendant (PCA) may be necessary to address the personal needs of a student with a disability in order for that student to fully participate at the College. This policy addresses the use of PCAs by students and provides a procedure for students who have PCAs as part of an approved accommodation through the Office of Disability Services. The College does not assume coordination of, financial responsibility for, or legal liability for PCAs.

II. Rationale

The purpose of this policy is to describe the key concepts involved in a request for the use of a PCA; clarify the student's responsibilities with respect to their PCA; and explain the College's role in this process.

III. Scope and Applicability

This Policy governs the use of PCAs by students with disabilities and applies college-wide to all students of the college.

IV. Responsible Office/Executive

The Office of Disability Services has responsibility for the implementation and review of this Policy. Individuals with questions about this Policy should contact the Office of Disability Services for more information.

V. Definitions

Personal Care Attendant (PCA): a person who has been hired or otherwise retained to support a student with a disability to live a more independent life by performing personal care duties or services (chronic or temporary). A PCA works directly for and is employed by the student. The type of tasks performed by PCAs vary from person to person. Tasks performed by PCAs may include, but are not limited to, the following:

- Providing help with activities of daily living, such as bathing, dressing, toileting, and grooming
- Housekeeping
- Preparing meals and assistance with eating
- Positioning or transferring to and from a wheelchair
- Running errands
- Monitoring medical conditions
- Ensuring compliance with medication regimes
- Transporting and/or escorting
- Assisting with maintenance of the housing environment, including light cleaning, laundry, and keeping the environment safe
- Turning pages and retrieving books
- Opening doors

Student with a disability: an otherwise qualified individual who has a physical or mental impairment that substantially limits one or more of the major life activities of such individual, as specified according to the American with Disabilities Act (ADA) of 1990 as amended in 2008.

VI. Policy Elaboration

A. Responsibilities of Suffolk County Community College

Suffolk County Community College does not provide PCA services and is not responsible or liable for any consequences resulting from a student's associations with a PCA. Through the Office of Disability Services, the College can assist students requiring personal care attendant services by:

- Including in an accommodation letter to faculty that a student will be accompanied by a PCA in the classroom and for all classroom-related activities, where the need for assistance of a PCA in the classroom has been appropriately documented with and determined reasonable, necessary, and appropriate for inclusion in the student's accommodation letter by the Office of Disability Services.

B. Responsibilities of Students Using Personal Care Attendants

A PCA works directly for a student with a disability. Students who use PCAs are responsible for securing, training, supervising, and paying their PCAs. Students can make arrangements through agencies or private contacts. Suffolk Community College will not assume any responsibility for the PCA or for the PCA's failure to fulfill its contract with the student. Any student who wishes to bring or use a PCA on campus must:

- Be registered with the Office of Disability Services
- Qualify as an individual with a disability
- Request, through the Office of Disability Services, an accommodation of using a PCA in the classroom
- Register the PCA with the Office of Disability Services by submitting a copy of the contractual agreement with the PCA or the PCA's agency. This documentation could cover a specific person, or an agency providing services through more than one PCA. The contract must stipulate that the services required by the student will in fact be provided by the PCA.
- Secure, hire, manage, and fire (if necessary) the PCA
- Develop an alternative plan of action should the regularly assigned PCA not be available for work
- Recruit and hire a PCA as soon as the student knows they will be enrolling and attending the College
- Accept responsibility for the behavior and actions of the PCA (including through the campus disciplinary system) while on campus
- Ensure that PCA personnel changes are registered with the Office of Disability Services.

C. Responsibilities of the Personal Care Attendant

Personal Care Attendants are expected to follow all applicable College and departmental policies, regulations, rules, and procedures. PCAs must:

- Allow the student to take responsibility for their own academic responsibilities and behavior
- Refrain from engaging in disruptive or distracting behavior. Examples of such behavior include, but are not limited to, conversing with the student, 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 unless communication is part of the accommodation being provided by the PCA
- Refrain from intervening in conversations between the student and faculty, staff, or other students unless communication is part of the accommodation being provided by the PCA
- Refrain from discussing any private or confidential information about the student with faculty, staff, or students
- Refrain from involvement with the student's academic work related to class assignments or tests, including by not limited to refraining from actively participating in class or assessment processes, refrain from photographing or recording any class activity
- Follow all Suffolk County Community College policies (including but not limited to all policies related to conduct on college property)
- Carry their Suffolk County Community College ID, if issued one, or other approved identification while on campus.

If a PCA fails to abide by such policies, regulations, rules, and procedures and/or causes a fundamental alteration in services, programs, or activities, the Office of Disability Services may make a determination that the PCA will not be allowed to accompany the student with a disability into the classroom and/or other sites. The PCA may be removed from campus immediately, regardless of the contractual arrangement the PCA has with the student. It is the student's responsibility to secure

the services of another PCA in the event a PCA becomes unable to perform services for a student, whatever the cause of that unavailability.

VII. Related Administrative Procedures

Students should refer to and are expected to follow the guidelines and procedures maintained by the Office of Disability Services for [documenting a disability](#) and requesting reasonable accommodations, modifications, and auxiliary aids and services.

VIII. Cross-References

- [Equal Opportunity and Anti-Discrimination Policy](#)
- [Non-Discrimination Notice](#)
- [Notice under the Americans with Disabilities Act](#)
- [Office of Disability Services webpage](#)
- [Documenting a Disability](#)

IX. References

- Middle States Commission on Higher Education (MSCHE) [Standard II](#), [Standard IV](#)
- Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 *et seq.*
- Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794 (nondiscrimination based on disability)
- NYS Executive Law Article 15 (New York State Human Rights Law)
- NYS Education Law Article 129-A (regulation of conduct on college campuses and college property)
- U.S. Department of Education, [Auxiliary Aids and Services for Postsecondary Students with Disabilities](#)
- U.S. Department of Education, [Students with Disabilities Preparing for Postsecondary Education](#)
- U.S. Department of Education, [Individualized Assessments for Students with Disabilities in Postsecondary Education](#)
- U.S. Department of Education, [Transition of Students with Disabilities to Postsecondary Education: A Guide for High School Educators](#)

X. History / Revision Dates

Adoption Date: May 19, 2025 (President's Cabinet)