

University of Baltimore
UB I-5.2 Personal Care Attendant Guidelines

The University of Baltimore (UB) is committed to providing reasonable accommodations to qualified students with disabilities. Under this UB Personal Care Attendant Guidelines, UB permits qualified students with disabilities (“Students”) to use personal care attendants (“PCA”) to aid them with activities of daily living in UB facilities, including classrooms. Students are solely responsible for their PCAs. UB is not responsible for PCAs and does not provide, pay for, or coordinate the services of PCAs.

1. **Disability and Access Services assists students requiring PCAs by:**
 - a. Communicating the student’s need for PCAs in accommodation letter for faculty;
 - b. Communicating with additional campus resources regarding the student’s need for PCA services, when appropriate;
 - c. Providing PCAs with parking information; and
 - d. Providing PCAs with temporary UB Identification information and access.
2. **Students with Disability Responsibilities:**
 - a. Submit appropriate documentation to Disability and Access Services that supports the necessity of having a PCA.
 - b. Secure a PCA prior to attending any college-related activity (e.g., placement testing, enrollment or registration meeting and class attendance). UB will not be responsible for providing a PCA.
 - c. Ensure that the PCA registers with Disability and Access Services.
 - i. If there are personnel changes that occur during the semester, he/she and the new PCA need to provide updated information to Disability and Access Services.
 - d. Ensure that any PCA working with the students clearly understands his or her duties. The student is responsible for all actions of a PCA providing services to the student.
 - e. Have an alternative plan of action should the regular PCA not be available to work with him/her on a particular day or in a particular class.
 - f. Direct the PCA’s activities on campus in accordance to the UB’s policies, regulations, rules, and procedures and according to these Personal Care Attendant Guidelines.
 - g. Communicate with the PCA, prior to class, regarding any assistance the student will need.
 - h. Follow UB’s policies and abide by the Student Code of Conduct.
3. **PCA Responsibilities:**
 - a. Behave in a professional and respectful manner.
 - b. Follow all applicable University policies, rules, regulations, and procedures.
 - c. Allow the student to take responsibility for his/her own progress in class.
 - d. Be present on campus only when the student is present.
 - e. Provide only agreed upon personal care services. PCAs are not allowed to participate in academic or student activities (i.e. class discussions, writing papers, in or out of class assignments, providing classroom accommodations, such as notetaking, or participating in campus programs and events).

- f. Assist the student with exiting the building safely in the event of an emergency evacuation.
 - g. Refrain from discussing any confidential information about the student with faculty, staff, or students.
 - h. Refrain from engaging in or intervening in conversations between the student and faculty, staff, or other students.
4. **The PCA is not permitted to:**
- a. Transfer their UB ID card to any other person including another PCAs.
 - b. Access or utilize any non-public UB grounds, buildings, or rooms, unless accompanying the UB Student as a part of their PCA duties.
 - c. Bring any personal guests to UB's campus while working with the student as a part of their PCA duties.
 - d. Engage in disruptive or distractive behavior in University buildings.
 - e. Contact faculty, staff or other individuals on the Student's behalf for academic reasons or to otherwise assist the student academically.
 - f. Discuss confidential information about the Student with faculty, staff, or other individuals.
 - g. Assist the Student in completing his or her academic assignments. PCAs are NOT classroom assistants. PCAs have no authority to assist any academically-related tasks (i.e. notetaking, class participation, group activities) in the classroom or other academic setting.

5. **Non-Compliance with Guidelines**

Violations of these Guidelines may lead to the removal of the PCA from the University campus or disciplinary action against the student as well as any other action the University considers appropriate.

6. **Appeals**

Students who wish to appeal any decision related to these Guidelines may do so by following the process outlined at: <http://www.ubalt.edu/policies/administrative/I-5.1.pdf>

7. **Agreements**

Students requiring a PCA will sign an agreement.