

## Personal Care Attendant (PCA) Policy

Bossier Parish Community College is committed to providing reasonable accommodations for individuals with disabilities and supports the use of a Personal Care Attendant (PCA) if needed. The responsibility of hiring, training, supervising, coordinating, and compensating a PCA rests solely with the student requiring the assistance and the entity who provides the PCA. The student is responsible for all associated costs of having a PCA on campus (e.g. purchasing a Parking Permit for a PCA).

To request the accommodation of having a PCA, the student should complete a Disability Services Application and follow the same policies and procedures required by all ADA students who wish to request an accommodation. The Disability Services Office will assess the need for accommodations, including a PCA, based on the student's medical documentation and/or each student's individual circumstances when the student is requesting the use of a PCA. The Disability Services Office will go over this PCA policy with the student and the PCA. The application process is not complete until both the student and the PCA have reviewed and signed at the bottom of this policy. The student is encouraged to contact the Disability Services Office with any questions about the process.

Once the application process is complete, and the student has hired a PCA, the Disability Services Office will send out accommodation letters to notify each one of the student's instructors about the PCA. The Student Life Office will also be notified so that the PCA can be issued a free BPCC ID. The student will ensure the PCA carries, at all times, a BPCC ID Card and that the PCA has a Parking Permit and parks only in the designated areas. The student will also ensure that the PCA, as well as alternate PCAs, follow all the rules and regulations set forth by BPCC:

- The PCA will follow all BPCC policies and procedures while on BPCC campus and while attending any BPCC sponsored event.
- The PCA will allow the student to take responsibility for his/her own academically-related activities.
- The PCA should refrain from contacting with or asking questions to faculty, staff, or others on behalf of the student, unless communication is part of the accommodation being provided by the PCA.
- The PCA should 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.
- The PCA should refrain from discussing any private information about the student with faculty, staff or student.

The student is responsible for all actions taken by the PCA. If a PCA fails to abide by this policy or is found in violation of any BPCC policies and procedures, the PCA may be removed from campus, regardless of the contractual arrangement the PCA has with the student. If the student wishes to appeal the decision of the removal of the PCA from campus, the student should follow the appeal procedures located on BPCC website at <https://www.bpcc.edu/index.php/studenthandbook->

[studentconductcode/#section5](#) . The PCA will not have access to campus until the appeal process is completed.

I, \_\_\_\_\_ (Student Print Name), and I, \_\_\_\_\_ (PCA Print Name), have read and agree to abide by the Bossier Parish Community College Personal Care Attendant Policy and understand that I will be fully responsible for all consequences of violating this policy.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PCA Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Disability Services Staff Signature

\_\_\_\_\_  
Date