FURMAN UNIVERSITY
Personal Care Attendant Procedure

Furman University makes every reasonable effort to accommodate people with disabilities as outlined in the Americans with Disabilities Act, as amended in 2009. The University is aware that in some cases, a student with a disability might have personal needs that must be met in order for the student to fully participate at the University. Students with disabilities who require personal care services and wish to have the same independent experience as other college students are encouraged to hire an impartial personal care attendant (PCA) who is not a family member or close friend.

An otherwise-qualified student who requires personal care attendant services is responsible for making arrangements to provide for his or her own personal care attendant service. The University can provide contact information for agencies in the local area that provide this service. Please note that Furman University does not provide, coordinate, or assume financial or any other responsibilities for personal care attendant services, including meal plan services for the PCA.

The student’s responsibilities:

- Submitting appropriate documentation to Disability Services to support the need for a PCA
- Securing a qualified PCA prior to attendance at any college-related activity where care might be needed, including class attendance
- Signing the Personal Care Attendant Agreement/ID Request Form at the beginning of each academic year
- Ensuring that each PCA completes the Personal Care Attendant Agreement/ID Request Form at the beginning of each year; the agreement must be returned to the Disability Services office at least one (1) week prior to the start of each academic year
- Ensuring that should PCA personnel changes happen during the year, the Disability Services office is notified and the new PCA completes the Personal Care Attendant Agreement/ID Request Form as soon as possible; the new agreement must be returned to Disability Services within two (2) weeks of the start date for the new PCA
- Ensuring that the PCA’s ID card and University housing keys or key cards are returned immediately in the event that the PCA’s employment with the student is terminated
- Directing the activities of the PCA while he/she is at the University
• Ensuring that a back-up plan is in place in the event that the regular PCA is not available to work
• Ensuring that the University’s Housing and Residence Life office is notified that space will be needed to accommodate a PCA at least three months prior to initial enrollment for new students or for continuing students, before sign-up the housing sign-up deadline date
• Following Furman University policies and abiding by the Furman University Student Handbook

The PCA’s responsibilities:

• Adhering to Furman University’s policies, rules, regulations, and procedures
• Conducting him/herself in a courteous and professional manner while on campus
• Refraining from the discussion of any confidential information about the student with faculty, staff, or students unless the student has signed waivers allowing for disclosure of this information
• Allowing the student to take responsibility for his/her own behavior and progress
• Refraining from asking questions or making contact with faculty, staff, or others on behalf of the student
• Refraining from working on or completing any of the student’s academic assignments except in cases where the transcribing of work that is completed by the student is an approved accommodation
• Completing and submitting the Personal Care Attendant Agreement/ ID Request Form each academic year at least one (1) week prior to the start date with the student
• Returning any University ID’s and University housing keys or key cards immediately upon termination of employment with student and at the end of the academic year

In order for the PCA to receive the required University ID, the student who is employing the PCA must download a copy of the Personal Care Attendant Agreement/ ID Request Form. The form must be completed and submitted to Disability Services at least one (1) week prior to the start date of the PCA. Failure to adhere to the procedures listed above, the Personal Care Attendant Agreement/ ID Request Form or the University’s rules and regulations may result in the loss of all privileges, the removal or expulsion of the PCA from University housing and/or the campus as well as any other action the University considers appropriate.