



**ADA & Rochester University Accommodation Policy:  
Personal Care Attendant**

Updated December 2021

**All requests for accommodations must be submitted via the [Accommodations Request Form](#) to the Accommodation Officer. Accommodations will not be established before a student speaks with and submits appropriate documentation to the Accommodation Officer.**

**Contact Information:**

Erica Suszek  
Rochester University  
Center for Student Life

Accommodation Officer  
Email: [accommodations@rochesteru.edu](mailto:accommodations@rochesteru.edu)  
Phone: (248) 218-2231

Rochester University is committed to ensuring that all qualified students with disabilities are provided reasonable accommodations, auxiliary aids, and services to ensure access to programs, services, and activities. Rochester University makes every reasonable effort to accommodate individuals with disabilities as addressed by the Americans with Disabilities Act (ADA Amendments Act 2010) and the Rehabilitation Act of 1973.

Rochester University permits students with disabilities who have a documented need for assistance with activities of daily living and/or nursing care within a residential setting to retain the services of a Personal Care Attendant (PCA). A PCA is defined as a person who provides personal care/assistance (chronic or temporary) with activities of daily living to a student with a disability or other health care needs. In addition, PCA services may facilitate higher levels of independent access and participation in the University's programs and activities.

The services of a PCA can have an essential role in an individual's quality of life. The well-thought-out selection of the right agency/individual and ongoing effective communication with the PCA is critical for a successful experience. Students who require personal attendant services must make arrangements to provide for their PCA and follow the policies, procedures, and guidelines listed below.

**Responsibilities of Student Using Personal Care Assistants on Campus**

***Submit an Accommodation Request Form:***

Complete the [Accommodation Request Form](#) and submit appropriate documentation that supports the medical necessity for a Personal Care Attendant.

If you plan to live on campus and need the PCA to access a residence hall, please email the Director of Community Life at [residencelife@rochesteru.edu](mailto:residencelife@rochesteru.edu). All Residence Life policies apply

to your PCA, regardless of their status as a student at the University.

***Hiring and Supervision:***

It is the student's sole responsibility to make the appropriate arrangements to contract with a licensed agency to provide the services of a Personal Care Attendant or a licensed, private PCA to provide these services. The University does not assume coordination of, financial responsibility for, or legal liability for the PCA chosen and hired by the student.

When considering candidates, only same-gender PCAs will be allowed to assist you overnight and stay in your room.

Any student who wishes to request these accommodations must:

- Develop a clear job description and list of responsibilities for assistance with daily living activities
- Provide evidence of agency/professional certifications and insurance certificates upon request.
- Arrange for and provide evidence of PCA background check clearances
- Provide evidence of PCA medical/immunization clearances

Any non-residential student who requires the use of a Personal Care Attendant while on campus must comply with all the non-residential components of the process listed.

***If a student is using an agency:***

It is recommended that the student work with a licensed medical/nursing agency to identify a personal care attendant.

Ensure that the agency representative and each PCA, or private certified PCA registers with the Accommodation Officer. The student will provide a copy of the contract between the student and the agency/PCA.

***Plan:***

Secure a PCA (team) and make arrangements for Relief PCAs before attending the University. Rochester University will not be responsible for providing a PCA on an interim basis.

Create a proactive plan for PCA relief coverage if/when your regular PCAs are not available to work.

Ensure that PCA personnel changes are registered with the Accommodation Officer.

***PCA Responsibilities:***

- Follow all applicable Rochester University policies, rules, regulations, and procedures. A PCA found in violation of University policies will be removed from campus immediately regardless of the PCA's contractual arrangement with the student.

- Assist the student before and after class. The PCA is expected to wait outside the classroom during the class session unless an exception is approved by the Accommodation Officer.
- Allow the student to take responsibility for his/her progress or behavior.
- Refrain from intervening in conversations between the student and faculty, staff, or other students.
- Refrain from discussing any confidential information about the student with faculty, staff, or students.
- The PCA should not be involved in any way with the student's academic work, class assignments, projects, or exams.
- PCAs will only access the student's residence hall while classes are in session or if the student has adequately secured permission to be on campus during break sessions.
- The PCA's ID should be worn and visible while on campus.

***Non-Compliance to Policy:***

Incidents of non-compliance with the policies set forth by Rochester University either by the student or his/her PCA will be subject to review as follows:

Informal Review – As appropriate, the Accommodations Officer and/or other appropriate Departments will meet with the student to discuss non-compliance and work with the student to determine possible solutions. The student will receive a written report of the resolution within two working days of the informal investigation.

Formal Review – As appropriate, the Accommodations Officer and/or other appropriate Departments will convene a formal review of the concern. If the student is found responsible, sanctions will be determined for the matter under consideration. Sanctions may include revoking access to campus for the PCA, a probationary period to correct the issue under review, or the removal of the student from University housing. The student will receive a written report of the resolution within two working days of completing the formal investigation.

Appeals – A student may appeal a decision made from the Formal Review by following the guidelines by contacting the Academic Appeals Committee by emailing [academicappeals@rochesteru.edu](mailto:academicappeals@rochesteru.edu)

*This policy stems from model guidance provided by the following resources:*

<https://www.up.edu/aes/files/personal-care-attendant-policy.pdf>

<https://www.beloit.edu/offices/leads/disability-services/accommodations/housing-food-service/personal-care-attendants/>

<https://uncw.edu/disability/students/documents/pcapolicy.pdf>

<https://www.holycross.edu/office-accessibility-services/services-offered/housing-accommodations>

<https://wheatoncollege.edu/academics/filene-center-for-academic-advising-and-career-services/accessibility-services/advice-for-students/personal-care-attendant-policy-procedures/>