

Personal Attendant Procedure

Summary

Students with disabilities are responsible for hiring and coordinating personal attendants as an accommodation at Columbus State University.

Purpose

This document describes the responsibilities, requirements, and limitations as they relate to personal attendants for students with disabilities at CSU.

Policy and Procedures

Columbus State University (CSU) makes every reasonable effort to accommodate individuals with disabilities as addressed by the Americans with Disabilities Act of 1990 as amended by the Amendments Act of 2008 and Section 504 of the Rehabilitation Act of 1973 as amended. In keeping with this commitment, Personal Attendants (PAs), also referred to as Community Support Staff, may be necessary to address the personal needs of a student with a disability so that he/she can participate in the University's activities, services, and programs. In order for the student who requires PA services to have the same independent experience as all other college students, it is in the student's best interest to hire an impartial PA who is not a family member or close friend.

An otherwise qualified student who requires personal attendant services must make arrangements to provide for his/her own personal attendant service. The University does not assume coordination or financial responsibilities for personal attendant services.

It is the student's responsibility to:

- Submit appropriate documentation to the Center for Accommodation and Access that supports the necessity of having a PA.
- Secure a PA prior to attending any university-related activity (i.e., placement testing, enrollment, or class attendance). The University will not be responsible for providing a PA.
- Ensure that each PA registers with the Center for Accommodation and Access and signs the Personal Attendant Agreement Form before the start of each academic year.
- Ensure that if personnel changes occur during the academic year, he/she and the new

PA register with the Center for Accommodation and Access and sign a new PA Agreement Form.

- Direct the activities of the PA while at Columbus State University.
- Have a back-up plan or alternative plan of action should the regular PA not be available to work with him/her on a particular day or in a particular class.
- Follow the University's policies and abide by the Student Code of Conduct.
- Pay for all PA services or secure payment through a third party.
- Notify the Center for Accommodation and Access of any changes in PA.

The Personal Attendant is expected to:

- Submit to a formal background check.
- Follow all applicable university policies, rules, regulations, and procedures.
- Register with the Center for Accommodation and Access. If the attendant is employed by an agency provide the direct supervisor's name and contact information.
- Allow the student to take responsibility for his/her own progress in class.
- Refrain from participating in class discussions.
- Refrain from discussing any confidential information about the student with faculty, staff, or students.
- Make arrangements with student's professors as to where to sit in class according to the needs of the student.
- PAs are not allowed to proctor tests or be a scribe for exams.
- PAs do not take notes for the student.

The University is expected to:

- Provide academic or program access accommodations for a student with mental or physical/medical impairments.
- Provide reasonable accommodations to address the student's disability within the classroom and service areas of the university. Accommodations are determined through the Center for Accommodation and Access.

It is not the responsibility of Columbus State University to provide services to meet the personal needs (actions needed regardless of whether the person is a student or not) of the student. Example of those services may include, but are not limited to, transfer from car/van to a wheelchair; transportation to or from the classroom; administering

medication; addressing toilet, feeding, dressing needs or help with social cues and/or conduct .

When necessary, a PA may be housed with the student they accompany to campus. Columbus State University does not pay for PAs, and it is the student's responsibility to pay the full room and board fee for each day of residency that the PA attends. All PAs are expected to abide by the Residence Life Policies and Procedures that students follow. A PA who violates these policies and procedures may be asked to leave campus.

If the PA fails to abide by the above procedures, the Center for Accommodation and Access may make a determination that he/she will not be allowed to accompany the student on campus.

Related USG Policy

4.1.5 Students with Disabilities

Last Update

5/25/17

Responsible Authority

Director of the Center for Accommodation and Access