

PERSONAL CARE ATTENDANTS (PCA)

Florida Atlantic University (FAU) makes every reasonable effort to accommodate individuals with disabilities as addressed by the Americans with Disabilities Act Amendments Act (ADAAA). In keeping with this commitment, FAU recognizes some students may attend FAU with the help of a PCA hired by the student or provided by an outside agency. **FAU does not assume coordination or financial responsibility for PCAs. Students must make their own arrangements for a PCA.** PCAs should be impartial and should not be a family member or close friend.

STUDENT RESPONSIBILITIES FOR A PCA

- Register for services with Student Accessibility Services (SAS) / Housing Office by following the steps outlined in this brochure. Part of the registration process is to submit appropriate documentation supporting the need for a PCA. Please refer to the Housing brochure on the SAS website for more information: www.fau.edu/sas/Brochures.php
- Be sure each PCA registers with SAS / Housing Office and signs a PCA Agreement each academic year.
- Complete registration for each new PCA if there are personnel changes during the semester.
- Direct the PCA's activities while at FAU.

- Have an alternative plan if the regular PCA is unavailable on a particular day, is unable to perform services, or has resigned.
- Be sure the PCA follows FAU policies and abides by the Student Handbook.
- Pay for all relevant PCA services, e.g., housing, meals, parking.
- Secure another PCA if FAU determines the PCA is not allowed access to some or all of the FAU campus. In the event of a dispute relating to the use of a PCA, the student must follow the Student Grievance Procedures.

PCA EXPECTATIONS

- Follow all FAU policies, rules, regulations, and procedures.
- Assist the student before and after class but wait outside the classroom, unless approved by SAS.
- Allow the student to take responsibility for his/her own progress or behavior.
- Refrain from contact with or asking questions of faculty, staff, or others on behalf of the student.
- Refrain from intervening in conversations between the student and faculty, staff, or other students.

DEADLINES

Deadlines to apply for a housing accommodation are **June 1** for the fall semester and **November 1** for the spring semester. After these dates, applications are accepted, but FAU cannot guarantee your accommodation request can be met, even with proper documentation. Housing accommodation requests are subject to availability.

Please refer to the Housing brochure on the SAS website for more information: www.fau.edu/sas/Brochures.php.

REGISTERING WITH SAS

There are two steps to apply for services:

1. Complete an Application for Academic Accommodations located on the SAS website: <https://clockwork.fau.edu/ClockWork/user/intake/default.aspx>.
2. Submit appropriate documentation of your disability and of your need for a PCA.

Documentation on prescription pad is not accepted. IEPs/504 plans are not acceptable as documentation. Documentation requirements are firm

DOCUMENTATION REQUIREMENTS

- Documentation must be in the form of a medical report or a physician's letter. It must be on official letterhead and be signed and dated by the treating physician. Attach a copy of the physician's business card.
- The diagnosis must be made by a physician qualified to make the diagnosis. For example, an orthopedic physician would not be an appropriate practitioner to diagnose a gastrointestinal disorder.
- It must state a specific diagnosis, a statement of the student's current condition, the date and summary of the most recent evaluation, and the expected duration of the condition.
- State the current impact of, or functional limitations, imposed by the condition on the student's living situation and academics.
- Explain how the condition relates to the student's request for a PCA/housing accommodation. There must be a direct link established between the condition and the requested PCA/housing accommodation.
- A clear statement of a specific PCA/housing recommendation.
- Include possible alternatives if the requested housing accommodation is unavailable.
- Provide evidence the physician is currently treating the student for the condition for which the accommodation is requested.

Please note: Documentation requirements are firm.

APPLICATION REVIEW

Once the application and documentation are submitted, they will be reviewed by SAS. *Incomplete applications are not accepted.* The student will be notified if any documentation is missing and will be asked to submit additional documentation to meet the requirements. *The cost for obtaining appropriate documentation is the student's responsibility.*

If the documentation requirements are met and the application is complete, the student will meet with an SAS consultant for a collaborative interview to discuss the housing request and possible academic accommodations.

It may take one to two weeks for the Application for Academic Accommodations to be processed, even with appropriate documentation. If the documentation submitted is inadequate, the processing time will increase.



Division of Student Affairs
Florida Atlantic University

Accommodating Students with a Personal Care Attendant

Boca Raton Campus, SU 80, Room 133
561.297.3880
Fax: 561.297.2184
TTY: 711

Broward Campuses, LA Room 131
954.236.1222
Fax: 954.236.1123
TTY: 711

Northern Campuses, SR Room 111F
561.799.8585
Fax: 561.799.8819
TTY: 711

www.fau.edu/sas

*Alternate format is available upon request.