

PERSONAL CARE ASSISTANT (PCA) FACT SHEET

Personal Care Assistants (PCAs) may be necessary to address the personal needs of a student with a disability so he/she may participate in the College's activities, services, and programs. PCAs are NOT allowed to stay in the classroom unless given permission as indicated on the Memorandum of Accommodation (MOA). Specific determinations are made on an individualized and class-by-class basis in consultation with Accommodations and Accessibility Services.

A student who requires a personal care assistant must hire his/her own PCA. It is in the student's best interest to hire an impartial PCA who is not a family member or close friend. However, NOVA recognizes that a family member or friend may be called upon to perform this service.

PCAs may perform one or more of the following duties:

- Carry or hold books, materials, or personal items for the student
- Manipulate books, materials, or personal items for the student
- Help the student move around in the environment
- Help the student transfer from a wheelchair to a chair
- Reposition a student in a wheelchair or a chair
- Address other needs as they arise, but which do not violate the policies outlined below

PCAs are expected to:

- Follow all NOVA regulations, including but not limited to standards and expectations outlined in the NOVA Student Handbook. This handbook can be reviewed at <https://www.nvcc.edu/students/handbook/>.
- Conduct him/herself in a courteous and professional manner while on campus and in the classroom setting.
- Allow the student to take responsibility for his/her own academic progress and/or behavior.
- Refrain from working on or completing any of the student's academic assignments.
- Not engage in disruptive or distracting behavior. Examples of such behavior include, but are not limited to, conversing with the student, personal use of electronic devices, reading, eating, etc.
- Refrain from contacting faculty, staff, or others on behalf of the student.
- Refrain from discussing any confidential information about the student with faculty, staff, or students, in or outside of class.
- Refrain from actively participating in the class and the testing or assessment process.
- Refrain from having non-academic conversations with the student during class.
- Not photograph or record any classroom activity.
- Sign the PCA Agreement and return it to their Counselor each semester.

NOTE: Personal Care Assistant duties and expectations are subject to change at the discretion of Accommodations and Accessibility Services.