

Personal Care Assistant (PCA) Agreement

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 permitted to accompany a student into the classroom when approved by the Disability Services Office and noted on the Memorandum of Accommodation (MOA).

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 required 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 [Student Handbook](#).
- Conduct him/herself in a courteous and professional manner while on campus and in the classroom.
- 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, personal use of electronic devices, reading, eating, etc.
- Refrain from contact with or asking questions of 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.
- Refrain from actively participating in the testing or assessment process.
- Refrain from carrying on conversations with the student during class.
- Not photograph or record any classroom activity (unless approved on the MOA).

STUDENT'S NAME (Print)

ID#

SIGNATURE

DATE