



State University of New York • 34 Cornell Drive • Canton, NY 13617-1096
Student Accessibility Services • Miller Campus Center 235
Phone: (315) 386-7392 • Fax: (315) 379-3877 • www.canton.edu

Policy and Procedure for Personal Care Aide or Support Person Service

It is SUNY Canton's policy to provide, on an individual basis, adjustments to its academic requirements for students who have disabilities, which may affect their ability to fully participate in program or course activities (or to meet course requirements) as well as nonacademic program or activity requirements, including, but not limited to: clubs; residence life; meal plans and athletics.

We recognize that a student's use of a personal aide/support person service may be needed to allow the individual student equal educational access. This type of service is an accommodation based on the specific nature of the disability.

Although post-secondary institutions are not required to provide students with personal aides/support persons, the College does have the responsibility of ensuring campus safety and academic access. Therefore, Student Accessibility Services (SAS) will determine, on a case-by-case basis, if a personal aide/support person is an appropriate accommodation. SAS will work with the student, the personal aide/support person, and the employing agency to ensure understanding of the aide's role and responsibility while on campus, and of the parameters of assistance with regard to the student's academic work.

Procedure

- SAS will determine the appropriateness of a personal aide as a necessary accommodation to ensure equal educational access.
- The student will be responsible for obtaining and paying for the services of a personal aide/support person.
- The student and personal aide must meet with SAS to discuss these policies and procedures, and sign the Service Agreement.
- The aide's employing agency must carry the appropriate insurance and supervise the aide.
- If the personal aide and/or the employing agency change, the student must alert SAS immediately.

Service Agreement

- Student Accessibility Services (SAS) gives approval for a student to be assisted by a personal aide/support person while in the classroom or on campus.
- The provision of a personal aide/support person is the responsibility of the student and the employing agency (off-campus, not-for profit)
- If the personal aide/support person or the employing agency changes, the student will inform SAS, and complete a new Service Agreement.
- The personal aide/support person provides for personal care needs at the direction of the student and/or employing agency.

- The personal aide/support person provides for in-class and on-campus academic needs according to the guidelines set by SAS. The guidelines include:
- The aide does not provide any independent testing accommodations to the student. All testing accommodations are provided through SAS.
- If the aide acts as a scribe (when a scribe is an approved academic adjustment), they will follow NYS Department of Education rules for scribing. The employing agency will ensure that the staff person has received training with regard to proper scribing techniques.
- When note taking accommodations are deemed appropriate, the aide may take notes for the student. However, SAS encourages the student to request a note taker from SAS.
- The aide will not speak for the student, but will encourage and support student in communicating for themselves.
- The personal aide/support person understands that all rules that apply to the student apply to him/her via the Code of Conduct.
- The personal aide/support person must abide by the Academic Integrity Policy set forth by SUNY Canton. If the student becomes disruptive in class, the personal aide/support person will assist them in leaving the class. In the event of a medical situation, the personal aide/support person will call University Police at 315-386-7777.
- If the personal aide/support person is required to assist with on-campus living, they will coordinate with SAS and Residence Life.

Student Name Printed: _____

Student Signature

Date

Aide / Support Person Name Printed: _____

Personal Aide / Support Person Signature

Date

Name of Hiring Agency: _____

Agency Contact Person: _____

Agency Address: _____

Telephone: _____

**** Please note that parking fees are the responsibility of the attendant and/or the employer. ****