



Support Persons in the Classroom PCA Agreement

Center for Accessible Resources (CAR)

Students occasionally request to have a support person them to class. Prior to attending class, a personal aid must be registered with CAR. Please be advised:

Student Responsibilities:

- Confirming with the instructor(s) if an additional person will be permitted in the classroom(s).
- Since the support person will be taking up a seat, it may be necessary for that person (PCA) to register for the class in order to attend.
- LCC does not provide PCA services. PCAs are hired, paid, and employed by the student they are assisting.
- PCAs are required to abide by all LCC policies, including but not limited to the Student Code of Conduct.
 - If a PCA fails to abide by such policies, regulations, rules, and procedures and/or causes a fundamental alteration in services, programs, or activities, then it may be determined that the support person will not be allowed to accompany the student in the classroom.
- Students must use a non-disruptive mode of communication with the support person in the classroom.
- The student must ensure the support person is acting as a non-academic participant in the classroom.

Support Person Responsibilities:

- Remaining available to assist the student with personal needs in the classroom, as needed.
- PCAs are only permissible in the classroom or lab when the student is present.
- PCAs must act as non-academic participants in the classroom.
- PCAs must refrain from participating in discussions or group work.

- PCAs must refrain from asking questions in class, unless it is a brief clarifying question needed for supporting the student’s learning.
- PCAs must be unobtrusive and not disrupt other students in the class in any way.
- PCAs must refrain from doing the student’s work for them.
- PCAs must refrain from taking up the instructor’s time during class.
- When an educational environment requires students to meet certain criteria for health or safety reasons, such as a background check, inoculations, personal protective equipment, etc., the PCA must meet the same requirement(s).

Best practices for interacting with a support person in the classroom:

- Faculty will address the student directly rather than the support person.
- If the student’s disability effects their communication, the support person may need to verbalize the student’s questions or comments. The student and the support person should have established a non-disruptive mode of communication between themselves.
 - Example: the student may write their comments and questions for the support person to read aloud.

I have read and understand the agreement for students PCA accommodations requested through the Center for Accessible Resources (CAR) at Lane Community College.

Date: _____

Signature: _____

Print Name: _____

Name of Student: _____

It is a policy of the state Board of Education and a priority of the Oregon Department of Education that there will be no discrimination and harassment on the grounds of race, color, sex, sexual orientation, marital status, religion, national origin, age, or disability in any educational programs, activities or employment. Inquiries may be directed to the Chief Human Resource Officer, (541) 463-5115.

To request this information in an alternate format, please contact the Center for Accessible Resources at (541) 463-5150 or accessibleresources@lanecc.edu