

Gaston College

Personal Attendant/Assistant Policy

Gaston College makes every effort to reasonably accommodate documented students with disabilities, however, the responsibility of securing personal attendants or personal assistants lies with the student. Under the Americans with Disabilities Act, colleges and universities are under no obligation to provide such services to students. The College assumes no coordination or financial responsibilities for attendants/assistants.

If a student needs a personal attendant or assistant and has the means and access to such a person, this must be approved by the Special Needs Counselor *in advance of any class attendance* in any given semester. The process for approval of a personal attendant/assistant will require the following:

1. The enrolled student must be documented with the Counseling Center by supplying sufficient documentation of the disability or disabilities.
2. An official letter from the personal attendant/assistant's employer or agency must be received by the Special Needs Counselor. This letter shall provide an explanation of the attendant/assistant's role as it relates to the Gaston College student/client.
3. Approval must be granted from the Special Needs Counselor *prior* to the personal assistant/attendant attending *any* class. In addition, personal attendants/assistants are not allowed to roam the halls or the campus without prior permission to do so. Personal attendants/assistants are not enrolled students and therefore are not eligible to remain in the classroom or on campus without securing prior approval to do so.

Personal assistants/attendants must also abide by the following rules:

1. Personal assistants/attendants should act as silent observers in the classroom.
2. Personal assistants/attendants should not provide answers or assistance with quizzes, tests, and in-class assignments. In addition, they should not participate in class discussions and lectures. They are not responsible for a student's academic progress.
3. Personal assistants/attendants should not carry on conversations with the student or disrupt the learning environment in any way.
4. Personal assistants/attendants, as well as the students they are assisting, are responsible for abiding by the Gaston College Student Code of Conduct. (located in the *Student Handbook*)

For further information or to send or fax Personal Attendant/Assistant letters from employers or agencies, please contact:

Amy A. Davis, Special Needs Counselor
201 Hwy 321 South
Dallas, NC 28034
(704) 922-6224
FAX: (704) 922-2345