

MEMORANDUM OF UNDERSTANDING BETWEEN  
THE CALIFORNIA STATE UNIVERSITY  
AND  
THE CALIFORNIA DEPARTMENT OF REHABILITATION

**Introduction**

This Memorandum of Understanding (MOU) expresses the commitment of the California State University (CSU) and the California Department of Rehabilitation (DOR) to work cooperatively to provide services to eligible CSU students/DOR consumers with disabilities.

The CSU and the DOR wish to ensure that no qualified persons with a disability be denied reasonable educational accommodations or support services by a CSU campus toward their efforts to create a successful educational experience nor support by the DOR in their efforts toward successful employment outcomes. The CSU and the DOR agree to the following collaborative efforts.

**Referral**

The CSU campuses will refer appropriate students to the DOR for eligibility determination and, if qualified, services. DOR will refer appropriate consumers to the CSU as part of the consumer's Individual Plan of Employment (IPE). Time is of the essence to determine eligibility in order that eligible students are provided the services needed for a successful educational experience at the CSU.

**Note:** The DOR has up to 60 days to determine student/consumer eligibility unless an extension is needed and agreed upon by the student/consumer and counselor.

**Verification and Assessment**

Consistent with CSU policy, a CSU campus representative will have the ultimate authority to determine the disability status of students, within the guidelines as established by all applicable federal and state laws and CSU policy (i.e. the current CSU Policy on Services to Students with Disabilities). CSU campuses may elect to offer specialized diagnostic assessment to verify specific disabilities.

CSU campuses must also have verification that the impairment causes an education limitation that prevents the student from fully benefiting from the educational experience offered to non-disabled students. Besides determining that the consumer has a physical or mental impairment, the DOR must also determine that the consumer's impairment constitutes or results in a substantial impediment to employment, and must determine that the consumer requires vocational rehabilitation services to prepare for, secure, retain, or regain employment.

## **Confidentiality**

Information will be exchanged to the extent permitted by the respective rules and regulations of both the CSU and DOR in compliance with the Family Educational Rights and Privacy Act (FERPA) and all other applicable federal and state laws. Appropriate steps will be taken to secure appropriate releases of information from students/consumers and to protect confidential information of persons with disabilities.

## **Accommodations**

The CSU campuses will provide reasonable accommodations and educational support services to all qualified and eligible CSU students with disabilities who request accommodations or services, in accordance with federal and state law and CSU policy. The CSU campuses are responsible for providing accommodations directly associated with classroom and instructional activities.

## **CSU Services**

Accommodations, support services, and programs that are available to qualified CSU students. Services may include, but are not limited to:

1. Activities to coordinate and administer specialized services, including consultation with faculty for students with special academic needs associated with their disabilities.
2. Disability-related counseling and advising, including specialized academic, vocational, and peer counseling.
3. Liaisons with campus and community agencies, including referral and follow-up services to these agencies on behalf of students with disabilities.
4. Adaptive technologies (e.g. TTY, CCTV, assistive listening devices, adaptive computer hardware or software) including new devices that may become available with emerging technology.
5. Oral and sign language interpreters.
6. Note takers for writing, note taking, and manual manipulation for classroom and academic activities.
7. On-campus mobility assistance to and from college courses and related educational activities (provided by campuses where topography and activities require such accommodation).
8. Readers.
9. Real-time captioners.
10. Registration assistance, including priority enrollment, assistance with applications for financial aid, and related college services.
11. Transcription services, including, but not limited to, the provision of taped, large print, and Braille materials.
12. Special parking, including on-campus parking registration, temporary parking permit arrangements, and application assistance for students who do not have state Department of Motor Vehicles (DMV) Disabled Person Parking Placards or Plates. Students in the possession of a DMV Placard or Plates, and with substantial financial need, may apply for a waiver of parking fees.

13. Supplemental specialized orientation to acquaint students with the campus environment.
14. Test-taking facilitation including extended time, adapting (the mode or presentation but not changing the tests content, scope, or depth) tests for, and proctoring test taking by students with disabilities.
15. Campuses may elect to offer specialized tutoring or diagnostic assessment that is not otherwise provided by the campus.
16. Additional accommodations, support services, and programs may be provided as determined by the needs of students with disabilities.

### **Department of Rehabilitation Services**

The Department of Rehabilitation will provide services to all eligible consumers who can be served under DOR's Order of Selection (OOS). DOR is responsible for services and support needed by consumers to complete their IPE and enter into employment. These services may include, but need not be limited to the following:

1. Reader services, including the coordination and provision of services for the blind in the instructional setting.

**Note:** DOR can provide reader services for blind students who are not DOR consumers, providing there are sufficient funds. Funding for such reader services must be requested through the local DOR office in accordance with California Code of Regulations, Article 4 (7271 & 7273). DOR will not provide interpreter or notetaker services for CSU students/DOR consumers for classroom, instructional, or required co-curricular activities.

2. Assistive technology and/or rehabilitation engineering services.

The provision of any service is always individualized to the need of the consumer based on their disability and functional limitation.

DOR will provide telecommunication, sensory and other technological aids and devices needed by DOR consumers to complete their IPE. Purchase of personal assistive technology, such as personal computers/laptops, Braille note takers, adaptive software, individual memberships to Readers for the Blind and Dyslexic (RFB&D), and/or reading devices, etc. may be provided for homework or study, if after an individual assessment of disability related needs, such devices are needed to complete training required in the IPE.

### **Counseling and Guidance**

CSU campuses may provide disability-related counseling and advising, including specialized academic, vocational, and peer counseling services, specifically for students with disabilities, if available on the specific campus.

DOR shall provide counseling, guidance, referral, and personal adjustment counseling services, as relevant to the CSU student's/DOR consumer's IPE. Counseling and guidance are the core services from which all other vocational rehabilitation services are identified, justified, and provided. In accordance with the 1998 Amendments to the

Rehabilitation Act, CSU staff, advocates, or others selected by the consumer/student may assist the consumer with the development of the IPE.

### **Financial Aid**

DOR supports a CSU student's/DOR consumer's choice to attend the institution of higher education that best meets his or her individualized needs. DOR has a responsibility under the Rehabilitation Act, Code of Federal Regulations, and California Code of Regulations to provide the consumer the necessary training to achieve the goal of the IPE at the most efficient cost. This includes payment of a CSU student/DOR consumer's tuition, fees, books and other educational costs consistent with the DOR's "comparable benefits" practices.

**Note:** No training or training services may be paid with DOR funds unless maximum efforts have been made by DOR and the student/consumer to secure financial assistance, from other sources to pay for the training. DOR does not require consumers to apply for or secure loans or scholarships.

In the CSU, the financial aid package for students who qualify for both financial aid and vocational rehabilitation funds should initially be determined exclusive of both the costs associated with the student's disability and the anticipated vocational rehabilitation assistance. This will ensure that the student with disabilities is offered a package comparable to students without disabilities. Subsequently, the CSU campus and the DOR must coordinate the additional costs recognized for the student and include vocational rehabilitation funds as resources, ensuring that there is no over award to the student/consumer and that policies with respect to awards designated for the payment of fees are observed. The amount of assistance from the vocational rehabilitation agency must be documented in the student's file at both the CSU and the DOR.

### **WorkAbility IV**

The WorkAbility IV (WA IV) program, initiated in 1992 and administered at some CSU campuses based on local need, was designed to provide a new pattern of rehabilitation services derived from combined resources available to students/consumers of the CSU and DOR. The WA IV program combines DOR and CSU resources and enhances the services to mutual CSU students/DOR consumers to provide employment-related services for transition to career options and employment opportunities after graduation from a CSU campus.

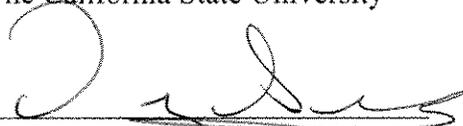
### **Collaboration and Communication**

Local CSU campuses and DOR offices will consider this agreement in facilitating closer working relationships for the benefit of shared students/consumers. Local CSU campuses and DOR offices are urged to meet periodically to ensure close collaboration and cooperation between the two agencies. The California State University and the California Department of Rehabilitation agree to the provisions in this Memorandum of Understanding.

This MOU shall serve as a vehicle for both the CSU and the DOR to cooperate in providing services to eligible disabled students beginning on the date that this agreement is signed by both parties and continuing until superseded or revised. This document may be superseded or revised by written mutual consent between the California State University and the California Department of Rehabilitation. The Department of Rehabilitation reserves the right to terminate this agreement subject to 30 days written notice to the California State University.

By:   
Charles Reed, Chancellor  
The California State University

Date: 1/15/08

By:   
Anthony "Tony" P. Sauer, Director  
Department of Rehabilitation

Date: 1/15/08