



EDUCATION and WORKFORCE DEVELOPMENT CABINET
Department of Workforce Investment

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SERVICE FEE MEMORANDUM

TO: Office of Vocational Rehabilitation Staff
Client Assistance Program Administrator

FROM: Cora McNabb
Executive Director
Office of Vocational Rehabilitation

THROUGH: Pat Cruse, MRC, CRC
Program Administrator
Office of Vocational Rehabilitation

DATE: May 30, 2019

RE: University of Louisville Cardinal Success Program
(Remediation/Coaching Program for Students)

The Cardinal Success Program at the University of Louisville is a program available to students who are registered with Student Disability Resource Center. Many students connected with the University of Louisville's Disability Resource Center have disability symptomology that impacts their executive functioning skills, making things like organization and time management a particular challenge for this population. As a result, these students have additional challenges with the demands of college coursework that negatively affect academic success. The University of Louisville recognizes that these students with disabilities can benefit from some additional support to assist them to develop successful strategies.

Once the University of Louisville Disability Resource Center has made determination regarding the individual's qualification for the program, they will communicate with the student's Office of Vocational Rehabilitation Counselor, and will then coordinate ongoing one-on-one coaching for each semester for these students.

The Cardinal Success Program will provide participating students with disabilities the opportunity to meet with a peer academic coach for 1-5 regularly-scheduled hour(s) per week throughout the semester. Coaches will be experienced University of Louisville students, and will be trained and supervised by the Disability Resource Center. The peer academic coaches will work one-on-one with students on strategies to including but not limited to the following:

- Reviewing and understanding the expectations on the course syllabi
- Understanding how to navigate the Blackboard course management system specific to their class requirements
- Breaking down assignments into manageable pieces
- Identifying helpful organizational tools
- Maintaining a calendar, planner, or other organizational tool
- Balancing time demands of school and other responsibilities
- Navigating campus and accessing campus resources
- Registering for classes
- Calculating grades
- Developing accountability checks for progress towards goals
- Self-advocacy skills
- Study strategies
- Requesting, understanding and effective use of accommodations

Only students with documented disabilities are eligible to receive coaching through this program, and are strongly encouraged to access and use academic accommodations in addition to this service. Participating students are expected to share syllabi and grades, openly communicate about areas of strength and weakness, goals, questions, and concerns, communicate with the coach if a session must be cancelled or rescheduled, and notify the program supervisor if they have any problems or concerns when working with their coach. Each student is responsible for their own success. Coaches provide support to students as they develop and exercise their academic skills, but students have ultimate responsibility for their own courses, progress, and performance.

FEES: The Office of Vocational Rehabilitation should preauthorize prior to the beginning of the semester. University of Louisville Cardinal Success Program will provide notification to the Office of Vocational Rehabilitation counselor that the student has

been accepted into the program and will request authorization for the estimated number of hours that the student will need. The authorization is an individual authorization and should be separate from the other University services or authorizations for tuition. The Disability Resource Center will provide the Office of Vocational Rehabilitation with an invoice and the sessions log for the first 30 days (1 month) and Office of Vocational Rehabilitation will process payment at that time.

The fee to participate in the Cardinal Success Program is charged to the student's bill through the University of Louisville Bursar's office.

Fees are structured as follows:

Item	Expenditure Code	Allowable Rate
1 hour per week – per semester	90L	\$250.00
2 hours per week – per semester	90L	\$500.00
3 hours per week – per semester	90L	\$750.00
4 hours per week – per semester	90L	\$1000.00
5 hours per week – per semester	90L	\$1250.00

REPORTING: Coaches are expected to maintain session logs throughout the semester regarding their meetings with students, which will be monitored by the program supervisor. Coaches will also complete mid-term and final evaluations on their work with the student as well as verification of the number of hours. If the student is funded to participate in the program through the Office of Vocational Rehabilitation, the Disability Resource Center will provide the student's Office of Vocational Rehabilitation counselor with the mid-term evaluation during the semester, and the final evaluation, session log, and final grades at the conclusion of the semester.

Cardinal Success Program Contact:

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