

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES
Office of the Chancellor
5670 Wilshire Boulevard
Los Angeles, California 90036

August 9, 1974

TO: Presidents *HEB*
FROM: H. E. Brakebill
Executive Vice Chancellor
SUBJECT: Authorization - Approval of 1974-75
Extension Course Fees
Executive Order No. 206

I am transmitting to you five (5) copies of Executive Order No. 206 which delegates authority to each President regarding Extension Course Fees.

Please address any questions you may have regarding this Executive Order to the State University Dean, Continuing Education.

HEB:cm

Attachment

Copies to: Vice Presidents for Business Affairs or
Administration
Vice Presidents for Academic Affairs
Deans of Continuing Education
Business Managers
Chancellor's Staff

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Authorization - Approval of
1974-75 Extension Course Fees

Executive Order No. 206

This Executive Order is issued pursuant to Education Code Section 23759 and Paragraph III, Section 6, subdivision (1) of the Standing Orders of the Board of Trustees of The California State University and Colleges.

Effective September 1, 1974 each campus President is authorized to establish, increase and decrease 1974-75 Extension course fees (except for courses offered as part of a pilot external degree program) in amounts falling within the limits specified below. The Standard Course Fees indicated below are authorized by this Executive Order and do not require individual action.

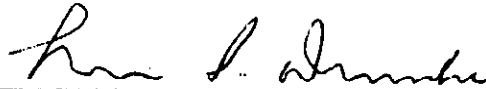
<u>Fee Category</u>	<u>Semester Unit</u>	<u>Quarter Unit</u>
A. STANDARD COURSE FEES		
1. Lecture-Discussion Course	\$28.00	\$18.75
2. Activity Course	\$36.50	\$24.50
3. Science Laboratory Course	\$56.00	\$37.50
B. ADMINISTRATIVE (Contract) FEE	\$9.00-\$15.00	\$6.00-\$10.00
C. SPECIAL COURSE FEES		
1. Activity	\$28.00-\$36.50	\$18.75-\$24.50
2. Directed Study	\$28.00-\$52.00	\$18.75-\$34.7

3. Field Study	\$28.00-\$33.50	\$18.75-\$22.50
4. Independent Study	\$28.00-\$33.50	\$18.75-\$22.50
5. Individual Study	\$28.00-\$33.50	\$18.75-\$22.50
6. Internship	\$28.00-\$33.50	\$18.75-\$22.50
7. Laboratory	\$28.00-\$56.00	\$18.75-\$37.50
8. Lecture Discussion	\$28.00-\$33.50	\$18.75-\$22.50
9. Parallel Instruction	\$28.00-\$33.50	\$18.75-\$22.50
10. Seminar	\$28.00-\$33.50	\$18.75-\$22.50
11. Workshop	\$28.00-\$33.50	\$18.75-\$22.50

Actions taken pursuant to this Executive Order are subject to the following requirements:

1. The President shall determine those Extension courses for which a new or revised fee is essential to assure academic quality and fiscal stability.
2. The campus shall detail the costs to be supported by the new or revised fee (including faculty salaries, travel, support services, etc.) and specify the number of students expected to enroll in the course. A record of these details shall be maintained on file by the campus office of Continuing Education.
3. The President shall determine the amount of the new or revised fee on the basis of the estimated course costs and anticipated enrollment levels.
4. These actions shall be performed prior to the time the course and course fee are either announced, publicized, or implemented, whichever occurs first.
5. Each Extension course fee change authorized shall be recorded on the prescribed form (Attachment A) and maintained on file by the President. At the time each course fee change is approved, information copies of the prescribed form shall be submitted to the State University Dean, Continuing Education, and the Vice Chancellor for Business Affairs for purposes of post audit review and for reporting to the Board of Trustees.

6. Requests for Extension course fees that are beyond the scope of this delegation shall be submitted to the State University Dean, Continuing Education, on the attached form (Attachment B). The completed form should be submitted at least ten working days prior to first collection of fees. No such fee may be announced, publicized or implemented prior to receipt of written authorization from the Chancellor.
7. If the President chooses to accept the delegation contained in this Executive Order he should sign the Acceptance of Authorization Form (Attachment C) and return it to the State University Dean, Continuing Education. The Chancellor will sign the form and a copy bearing both signatures will be returned to the President. Presidents choosing not to accept the delegation should indicate this fact by memorandum to the State University Dean, Continuing Education.



Glenn S. Dumke, Chancellor

Dated: August 9, 1974

Executive Order No. 206: Authorization - Approval of
1974-75 Extension Course Fees

L 74-2369

Attachments: (A) Record of Extension Course Fee Changes
(B) Extension Course Fee Change - Request
for Authorization
(C) Acceptance of Authorization Form

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES
RECORD OF EXTENSION COURSE FEE CHANGES

ATTACHMENT A
 Executive Order
 No. 206

_____ Campus _____ Date _____ Document Approval No. _____

Department	Course Number	Course Title	Unit Value	Estimated Enrollments	Course Fee Category	Authorized Fee Per Unit

CERTIFICATION

I certify that the provisions of Executive Order No. 206 have been complied with in determining the fee(s) authorized above and that a full record of estimated course cost detail is on file at this campus

_____ Authorized Signature

_____ Date

_____ Title

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES
 EXTENSION COURSE FEE CHANGE
 REQUEST FOR AUTHORIZATION

ATTACHMENT B
 Executive Order
 No. 206

_____ Campus _____ Date _____ Request Number

New Fee Change in Existing Fee

Department	Course Number	Course Title	Unit Value	Course Fee Category	Requested Fee Per Unit

Estimated Course Costs

<u>Instructional Costs</u>		<u>Support Costs</u>	
Faculty Salary	\$ _____	Support Salaries	\$ _____
Other Salaries (specify):	_____	(specify):	_____
Staff Benefits	_____	Staff Benefits	_____
Operating Expense (specify):	_____	Operating Expense (specify):	_____
	_____		_____
	_____		_____
<u>Total, Instructional Costs</u>	\$ _____	Total Support Costs	\$ _____
		Contingency	\$ _____
		Total Costs	\$ _____

This request is submitted in compliance with Executive Order No. 206: _____
 Campus Authorized Signature

This request is approved: _____
 Chancellor's Office

Estimated Units Enrolled _____

Total Revenue \$ _____

ACCEPTANCE OF AUTHORIZATION

The conditions, limitations and authority contained in Executive Order No. 206 are hereby acknowledged and accepted.

I hereby authorize and empower _____,
(Name)

(Title) President at _____
(Campus)

_____, to act for me under the provisions of the authorization contained herein.

Glenn S. Dumke, Chancellor

ACCEPTED:

Name

President