

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

March 6, 1975

To: Presidents *HE Brakebill*  
From: H. E. Brakebill  
Executive Vice Chancellor  
Subject: Authorization - Approval of 1975 Summer  
Session Course Fees - Executive Order No. 216

I am transmitting to you five (5) copies of Executive Order No. 216, which delegates authority to each President regarding Summer Session Course Fees.

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

HEB:ms

Attachment

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

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

Authorization - Approval of  
1975 Summer Session Course Fees

Executive Order No. 216

---

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

Effective February 1, 1975 each campus President is authorized to establish, increase and decrease 1975 Summer Session course fees (except for courses offered as part of a pilot external degree program) in amounts falling within the limits specified in "B" and "C" below. The Standard Course Fees indicated in "A" 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. Regular Course	\$30.00	\$20.00
2. Administrative (Contract) Course	\$ 9.00	\$ 6.00
B. ADMINISTRATIVE (Contract) FEE	\$9.00-\$15.00	\$6.00-\$10.00
C. SPECIAL COURSE FEES		
1. Activity	\$30.00-\$39.00	\$20.00-\$26.00
2. Field Study	\$30.00-\$36.00	\$20.00-\$24.00
3. Independent Study	\$30.00-\$36.00	\$20.00-\$24.00
4. Individual Study	\$30.00-\$36.00	\$20.00-\$24.00

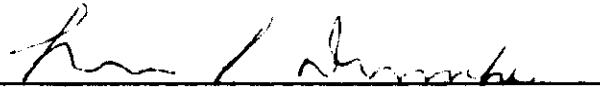
5. Internship	\$30.00-\$36.00	\$20.00-\$24.00
6. Laboratory	\$30.00-\$60.00	\$24.00-\$40.00
7. Lecture Discussion	\$30.00-\$36.00	\$20.00-\$24.00
8. Seminar	\$30.00-\$36.00	\$20.00-\$24.00
9. Workshop	\$30.00-\$36.00	\$20.00-\$24.00
10. Student Teaching	\$30.00-\$54.00	\$20.00-\$36.00

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

1. The President shall determine those Summer Session 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 Summer Session 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 Summer Session 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: March 6, 1975

Executive Order No. 216 : Authorization - Approval of  
1975 Summer Session Course Fees

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

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES  
RECORD OF 1975 SUMMER SESSION COURSE FEE CHANGES

ATTACHMENT A  
 Executive Order  
 No. 216

\_\_\_\_\_  
 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. 216 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  
 1975 SUMMER SESSION COURSE FEE CHANGE  
 REQUEST FOR AUTHORIZATION

ATTACHMENT B  
 Executive Order No. 216

Campus \_\_\_\_\_

Date \_\_\_\_\_

Request Number \_\_\_\_\_

New Fee  Change in Existing Fee

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

Estimated Course Costs

Instructional Costs

Faculty Salary \$ \_\_\_\_\_  
 Other Salaries \_\_\_\_\_  
 (specify) \_\_\_\_\_  
 Staff Benefits \_\_\_\_\_  
 Operating Expense \_\_\_\_\_  
 (specify): \_\_\_\_\_  
 \_\_\_\_\_  
Total, Instructional Costs \$ \_\_\_\_\_

Support Costs

Support Salaries \_\_\_\_\_  
 (specify): \_\_\_\_\_  
 \_\_\_\_\_  
 Staff Benefits \_\_\_\_\_  
 Operating Expense \_\_\_\_\_  
 (specify): \_\_\_\_\_  
 \_\_\_\_\_  
 Total Support Costs \$ \_\_\_\_\_  
 Contingency \$ \_\_\_\_\_  
 Total Costs \$ \_\_\_\_\_  
 Estimated Units Enrolled \_\_\_\_\_  
 Total Revenue \$ \_\_\_\_\_

This request is submitted in compliance with Executive Order No. 216 : \_\_\_\_\_

Campus Authorized Signature

This request is approved: \_\_\_\_\_  
 Chancellor's Office

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES

ACCEPTANCE OF AUTHORIZATION

The conditions, limitations and authority contained in Executive Order No. 216 are hereby acknowledged and accepted.

I hereby authorize and empower \_\_\_\_\_,  
(Name)

\_\_\_\_\_ President at \_\_\_\_\_  
(Campus)

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

\_\_\_\_\_  
Glenn S. Dumke, Chancellor

ACCEPTED:

\_\_\_\_\_  
Name

\_\_\_\_\_  
President

Executive Order No. 216: Authorization - Approval of  
Summer Session Course Fees