

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

July 30, 1975

TO: Presidents

FROM: Harry Harmon *Harry Harmon*
Executive Vice Chancellor

SUBJECT: Authorization - Approval of 1975-76
Extension Course Fees
Executive Order No. 226

I am transmitting to you five (5) copies of Executive Order No. 226 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.

HH: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

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES
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Authorization - Approval of
1975-76 Extension Course Fees

Executive Order No. 226

This Executive Order is issued pursuant to Education Code Sections 23751 and 23759, Chapter III, Section 6, subsection 1 of the Standing Orders of the Board of Trustees of The California State University and Colleges.

Effective September 1, 1975 each campus President is authorized to establish, increase and decrease 1975-76 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	\$30.00	\$20.00
2. Activity Course	\$39.00	\$26.00
3. Science Laboratory Course	\$60.00	\$40.00
4. 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. Directed Study	\$30.00-\$55.75	\$20.00-\$37.00
3. Field Study	\$30.00-\$36.00	\$20.00-\$24.00

4. Independent Study	\$30.00-\$36.00	\$20.00-\$24.00
5. Individual Study	\$30.00-\$36.00	\$20.00-\$24.00
6. Internship	\$30.00-\$36.00	\$20.00-\$24.00
7. Laboratory	\$30.00-\$60.00	\$20.00-\$40.00
8. Lecture Discussion	\$30.00-\$36.00	\$20.00-\$24.00
9. Parallel Instruction	\$30.00-\$36.00	\$20.00-\$24.00
10. Seminar	\$30.00-\$36.00	\$20.00-\$24.00
11. Workshop	\$30.00-\$36.00	\$20.00-\$24.00

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 (Attachment A) 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: July 30, 1975

Executive Order No. 226: Authorization - Approval of
1975-76 Extension Course Fees

L75-2971

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. 226

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. 226 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. 226

_____ 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	_____	Operating Expense	_____
(specify):	_____	(specify):	_____
	_____		_____
	_____		_____
<u>Total, Instructional</u>		Total Support Costs	\$ _____
<u>Costs</u>	\$ _____	Contingency	\$ _____
		Total Costs	\$ _____
		Estimated Units	
		Enrolled	_____
		Total Revenue	\$ _____

This request is submitted in compliance with Executive Order No. 226 : _____

 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. 226 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