

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

Date: April 1, 1976  
To: Presidents  
From: Harry Harmon *Harry Harmon*  
Executive Vice Chancellor  
Subject: Authorization - Approval of 1976 Summer Session Course  
Fees - Executive Order No. 239

I am transmitting to you five (5) copies of Executive Order No. 239, which delegates authority to each President regarding Summer Session Course Fees upon written acceptance of such delegation by execution of Attachment C.

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

HH:md

Attachment

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Distribution: 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**

**Executive Order No:** 239  
**Title:** Authorization – Approval of 1976 Summer Session Course Fees  
**Effective Date:** April 1, 1976  
**Supersedes:** Executive Order 216

This Executive Order is issued pursuant to Education Code Sections 23759 and 23760 and Chapter III, Section 6, subdivision 1 of the Standing Orders of the Board of Trustees of The California State University and Colleges.

Effective April 1, 1976 each campus President is authorized to establish, increase and decrease 1976 Summer Session course fees (except for fees in connection with courses offered as part of a pilot external degree program) in amounts falling within the limits specified in "B" below. The Standard Course Fees indicated in "A" below are authorized by this Executive Order and do not require individual action.

Fee Category	Semester Unit	Quarter Unit
<b>A. STANDARD COURSE FEES</b>		
1. Regular Course	\$33.00	\$22.00
2. Administrative (Contract) Course	\$ 9.00	\$ 6.00
<b>B. SPECIAL COURSE FEES</b>		
1. Activity	\$33.00 – \$43.00	\$22.00 – \$28.50
2. Administrative (Contract)	\$ 9.00 – \$15.00	\$ 6.00 – \$10.00
3. Field Study	\$33.00 – \$39.50	\$22.00 – \$26.50
4. Independent Study	\$33.00 – \$39.50	\$22.00 – \$26.50
5. Individual Study	\$33.00 – \$39.50	\$22.00 – \$26.50
6. Internship	\$33.00 – \$39.50	\$22.00 – \$26.50
7. Laboratory	\$33.00 – \$66.00	\$22.00 – \$44.00
8. Lecture Discussion	\$33.00 – \$39.50	\$22.00 – \$26.50
9. Seminar	\$33.00 – \$39.50	\$22.00 – \$26.50
10. Workshop	\$33.00 – \$39.50	\$22.00 – \$26.50
11. Student Teaching	\$33.00 – \$59.50	\$22.00 – \$39.50

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

1. The President shall determine those 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 fee (including faculty salaries, faculty and staff travel, support services, materials, etc.) and specify the estimated course enrollment. A record of these details shall be maintained by the campus Office of Continuing Education.

3. The President shall determine the amount of new or revised fees on the basis of estimated course costs and anticipated enrollments.
4. These actions shall be performed *prior* to the time the course and fee are either announced, or implemented.
5. Each course fee change 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. The President may authorize a fee higher than the upper limits specified above only if the portion of the fee exceeding the upper limit is fully budgeted to support student accommodation services costs (meals, refreshments, lodging, student travel, etc.) Such a larger fee is authorized by the Executive Order and should be reported on the prescribed form (Attachment A) to the State University Dean, Continuing Education, and the Vice Chancellor for Business Affairs.
7. 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 is to be submitted at least ten working days prior to first collection of fees. No such fee may be announced, or implemented prior to receipt of written authorization from the Chancellor.
8. If the President chooses to accept the delegation contained in this Executive Order and subsequent Executive Orders superseding it, he should sign the Acceptance of Authorization Form (Attachment C) and return it to the State University Dean, Continuing Education. This acceptance will remain in effect until it is cancelled. 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

Date: April 1, 1976

Executive Order No. 239 – Authorization – Approval of 1976  
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 1976 SUMMER SESSION COURSE FEE CHANGES

Campus			Date			DOCUMENT APPROVAL NO.		
Department	Course Number	Course Title	Unit Value	Estimated Enrollment	Course Fee Category	Authorized Fee Per Unit		
						Basic	Accommodation Services	Total

**CERTIFICATION**

I certify that the provisions of Executive Order No. 239 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  
REQUEST FOR AUTHORIZATION TO CHARGE 1976 SUMMER SESSION  
FEES BEYOND THOSE AUTHORIZED BY EXECUTIVE ORDER NO. 239

\_\_\_\_\_ Campus \_\_\_\_\_ Date \_\_\_\_\_ Request Number \_\_\_\_\_

New Fee       Change in Existing Fee

Department	Course Number	Course Title	Unit Value	Course Fee Category	Request Fee Per Unit		
					Basic	Accommodations Services	Total

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. 239: \_\_\_\_\_  
 \_\_\_\_\_ 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. 239 are hereby acknowledged and accepted (as are those of any subsequent executive order on this subject) until such time as written notification is provided to the contrary.

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. 239: Authorization – Approval of  
Summer Session Course Fees