

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802
(213) 590-5691

Date: July 17, 1978
To: Presidents
From: Harry Harmon *Harry Harmon*
Executive Vice Chancellor
Subject: Correction to Transmittal of
Executive Order No. 294

The memorandum dated July 1, 1978 which transmitted Executive Order No. 294 contained an error. This occurred in the subject. The subject should read "Authorization - Approval of 1978-79 Extension Course Fees - Executive Order No. 294." (Correction underlined.) The body of the memorandum and the Executive Order itself are correct.

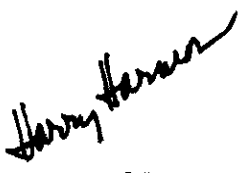
HH:cm

Distribution: Vice Presidents for Business Affairs or Administration
Vice Presidents for Academic Affairs
Deans of Continuing Education/Extended Studies
Business Managers
Chancellor's Staff

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802
(213) 590-5512

Date: July 10, 1978

To: Presidents

From: Harry Harmon 
Executive Vice Chancellor

Subject: Authorization - Approval of 1977-78 Extension Course Fees -
Executive Order No. 294

I am transmitting to you five (5) copies of Executive Order No. 294 which delegates authority to each President regarding Extension Course Fees upon written acceptance of such delegation by execution of Attachment C. (If Attachment C to Executive Order No. 253 or 275 has already been submitted, please ignore Attachment C to this Executive Order.) The President is responsible for implementing this Executive Order and for maintaining the campus repository and index for all Executive Orders.

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

HH:lf

Attachment

Distribution: Vice Presidents for Business Affairs or Administration
Vice Presidents for Academic Affairs
Deans of Continuing Education/Extended Studies
Business Managers
Chancellor's Staff

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802

Executive Order No.: 294
Title: Authorization – Approval of 1978-79
 Extension Course Fees
Effective Date: September 1, 1978
Supersedes: Executive Order No. 275

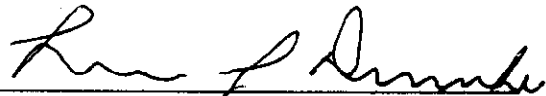
This Executive Order is issued pursuant to Education Code Sections 89704, 89708, and 89709 and Sections 1 and 6 (1) of Chapter III of the Standing Orders of the Board of Trustees of The California State University and Colleges.

Effective September 1, 1978, each campus President is authorized to establish, increase and decrease 1978-79 Extension 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
A. STANDARD CREDIT COURSE FEES		
1. Lecture/Discussion Course	\$37.00	\$25.00
2. Activity Course	48.00	32.50
3. Science Laboratory Course	74.00	50.00
4. Administrative (Contract) Course	11.00	7.50
B. SPECIAL CREDIT COURSE FEES		
1. Activity	\$37.00 – \$58.00	\$25.00 – \$39.00
2. Administrative (Contract)	\$11.00 – \$18.50	\$ 7.50 – \$12.00
3. Directed Study	\$37.00 – \$68.50	\$25.00 – \$45.75
4. Field Study	\$37.00 – \$58.00	\$25.00 – \$39.00
5. Independent Study	\$37.00 – \$58.00	\$25.00 – \$39.00
6. Individual Study	\$37.00 – \$58.00	\$25.00 – \$39.00
7. Internship	\$37.00 – \$58.00	\$25.00 – \$39.00
8. Laboratory	\$37.00 – \$88.75	\$25.00 – \$59.00
9. Lecture/Discussion	\$37.00 – \$44.50	\$25.00 – \$30.00
10. Seminar	\$37.00 – \$58.00	\$25.00 – \$39.00
11. Workshop	\$37.00 – \$58.00	\$25.00 – \$39.00
12. Student Teaching	\$37.00 – \$66.50	\$25.00 – \$44.50
C. NON-CREDIT COURSE FEES		
Courses, Conferences, Workshops, Seminars, etc., per student	Estimated Cost	

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 implemented.
5. Each course fee change shall be recorded on the prescribed form (Attachment A to this Executive Order) and maintained on file by the President. At the time each course fee change is approved, copies of the prescribed form shall be submitted to the State University Dean, Extended 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 this Executive Order) to the State University Dean, Extended Education, and the Vice Chancellor for Business Affairs.
7. Requests for Extension Course Fees that are beyond the scope of this delegation shall be submitted to the State University Dean, Extended Education, on the attached form (Attachment B to this Executive Order). 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 shall sign the Acceptance of Authorization Form (Attachment C to this Executive Order) and return it to the State University Dean, Extended 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 shall indicate this fact by memorandum to the State University Dean, Extended Education. *If the President has already accepted the delegation contained in Executive Order No. 253 or 275 (which is being superseded by this Executive Order) and wishes to retain the delegation, no action is necessary.*



Glenn S. Dumke, Chancellor

Date: July 10, 1978

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 1978-79 EXTENSION 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. 294 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 1978-79 EXTENSION
FEES BEYOND THOSE AUTHORIZED BY EXECUTIVE ORDER NO. 294

_____ 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. 294 _____
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. 294 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. 294 **Authorization -- Approval of
Extension Course Fees**