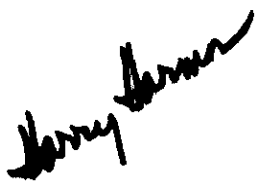


THE CALIFORNIA STATE UNIVERSITY AND COLLEGES
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802
(213) 590-5512

Date: January 29, 1979

To: Presidents

From: Harry Harmon 
Executive Vice Chancellor

Subject: Authorization – Approval of 1979 Summer Session Course Fees –
Executive Order No. 304

I am transmitting to you five (5) copies of Executive Order No. 304, which delegates authority to each President regarding 1979 Summer Session Course Fees upon written acceptance of such delegation by execution of Attachment C. (If Attachment C to Executive Order No. 239, 263, or 282, has already been submitted, please ignore Attachment C to this Executive Order.) The President has the responsibility 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:mm

Attachments

Distribution: Vice Presidents for Business Affairs or Administration
Vice Presidents for Academic Affairs
Deans of Continuing/Extended Education
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.: 304
Title: Authorization – Approval of 1979 Summer Session Course Fees
Effective Date: January 29, 1979
Supersedes: Executive Order No. 282

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

Effective immediately, each campus President is authorized to establish, increase and decrease 1979 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
A. STANDARD COURSE FEES		
1. Regular Course	\$37.00	\$25.00
2. Administrative (Contract) Course	\$11.00	\$ 7.50
B. SPECIAL COURSE FEES		
1. Activity	\$37.00 – \$58.00	\$25.00 – \$39.00
2. Administrative (Contract)	\$11.00 – \$18.50	\$ 7.50 – \$12.00
3. Field Study	\$37.00 – \$58.00	\$25.00 – \$39.00
4. Independent Study	\$37.00 – \$58.00	\$25.00 – \$39.00
5. Individual Study	\$37.00 – \$58.00	\$25.00 – \$39.00
6. Internship	\$37.00 – \$58.00	\$25.00 – \$39.00
7. Laboratory	\$37.00 – \$88.75	\$25.00 – \$59.00
8. Lecture Discussion	\$37.00 – \$44.50	\$25.00 – \$30.00
9. Seminar	\$37.00 – \$58.00	\$25.00 – \$39.00
10. Workshop	\$37.00 – \$44.50	\$25.00 – \$30.00
11. Student Teaching	\$37.00 – \$66.50	\$25.00 – \$44.50

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/Extended 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 to this Executive Order) and maintained on file by the President. At the time each course fee change is approved, information copies of the prescribed form (Attachment A to this Executive Order) 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. If the campus is increasing the fee for all courses falling within a fee category (such as all seminars), it is not necessary to list each course separately; the fact that the fee for all courses within a fee category is being changed should be reported as such on the form.
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 Summer Session 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 Vice Chancellor for Business Affairs.
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 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 should indicate this fact by memorandum to the State University Dean, Extended Education. *If the President has already accepted the delegation contained in Executive Orders No. 239, 263, or 282 (which is being superseded by this Executive Order) and wishes to retain the delegation, no action is necessary.*



Glenn S. Dumke, Chancellor

Date: January 29, 1979

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES
RECORD OF 1979 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. 304 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 1979 SUMMER SESSION
FEES BEYOND THOSE AUTHORIZED BY EXECUTIVE ORDER NO. 304

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. 304 _____

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. 304 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. 304 Authorization – Approval of
Summer Session Course Fees