

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802
(213) 590- 5725

Date: May 12, 1981

To: Presidents

From: *H. Harmon*
Harry Harmon *for*
Executive Vice Chancellor

Subject: Delegation of Authority - Graduation and Diploma Fees
Executive Order No. 344

I am transmitting to you a copy of Executive Order No. 344 which temporarily delegates to each President the authority to determine the level and nature of the Graduation and Diploma Fees. The purpose of this temporary delegation is to provide flexibility in dealing with funding problems in these areas that have been identified by some campuses. We anticipate that the current review of miscellaneous fees will provide a longer term solution to these problems. Board of Trustee action is planned for the July 1981 meeting.

Effective immediately each President may establish a separate Graduation Fee and separate Diploma Fee, each up to a maximum of ten dollars. In addition, the President may determine whether these two separate fees should be mandatory or optional to the student. However, if one of the fees is made mandatory, then both fees must be made mandatory.

If a campus decides to exercise this delegation there are two requirements regarding the handling of the money received that must be observed. The first is that if the fees are made mandatory, then the revenue must be considered a General Fund reimbursement and scheduled for expenditure through the budget.

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Secondly, if the fees remain optional, then the revenue may be deposited in trust, pursuant to Education Code Section 89721(g).

Funds received as a General Fund reimbursement and remain unexpended after June 30, 1981 will revert to the General Fund. Funds deposited in trust and remain unexpended on June 30, 1981 are available for subsequent fiscal years.

Campuses choosing not to exercise this delegation will utilize the procedures for the Graduation and Diploma Fee as specified in UCAM BA Appendix 3901. This executive order supersedes BA Letter 81-6, dated April 3, 1981.

The authority delegated by this executive order automatically terminates June 30, 1981.

The considerable discussion concerning these fees requires that information be gathered on the amount and uses of the funds received. Records shall be maintained by each campus in such a manner that action taken under this delegation of authority can be readily reviewed or reported when required.

It is your responsibility as President to implement this Executive Order when applicable and to maintain the campus repository and index for all Executive Orders.

HH:JRR:mtl

Attachment

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

Executive Order No.: 344
Title: Delegation of Authority – Graduation Fee and Diploma Fee
Effective Date: May 15, 1981
Supersedes: No Pre-existing Executive Order

This Executive Order is issued pursuant to Chapter III, Section 6, Subdivision (i) of the Standing Orders of the Board of Trustees of The California State University and Colleges.

I hereby delegate to the Presidents of The California State University and Colleges the authority to establish the following two fees:

1. **Graduation Fee.** A fee of \$2.00 to \$10.00 may be charged to offset the costs related to campus commencement activities. Specifically, this fee may be used to cover the cost of renting facilities for the graduation ceremony, printing the graduation programs, paying the ushers, and other expenses associated with the graduation ceremony.
2. **Diploma Fee.** A fee of \$2.00 to \$10.00 may be charged to offset the costs related to providing a diploma. Specifically, this fee may be used to cover the cost of printing the original diploma and the cost of mailing the diploma when required. Should a duplicate diploma or a replacement diploma be requested, an additional fee may be collected to recover the monies the Office of the Registrar expends for verifying that the diploma has been earned and for the costs of printing and mailing the diploma. This fee may be in the same amount as the original Diploma Fee or for a lesser amount. Similarly, in the case of a student who applies for a diploma and then fails to qualify, when the student reapplies, the additional fee may be charged to cover the cost of reevaluating the student's record, sending duplicates of the transcripts to the departments involved, etc.

The Presidents may also determine whether these fees shall be mandatory or optional. In this case, mandatory means the fees shall be required of all students who are candidates for graduation. Optional means that students may choose not to pay the fee established and thereby not receive the benefits the fee provides. If a campus establishes mandatory fees, both fees must be mandatory. If optional fees are established, both fees must be optional.

Presidents who choose not to exercise this delegation will utilize the UCAM Sections 3901.10, 3901.20 and 3901.30 regarding the single, optional Graduation and Diploma Fee with a maximum of \$10.00. The authority delegated by this Executive Order terminates on June 30, 1981.



Glenn S. Dumke

Date: May 8, 1981